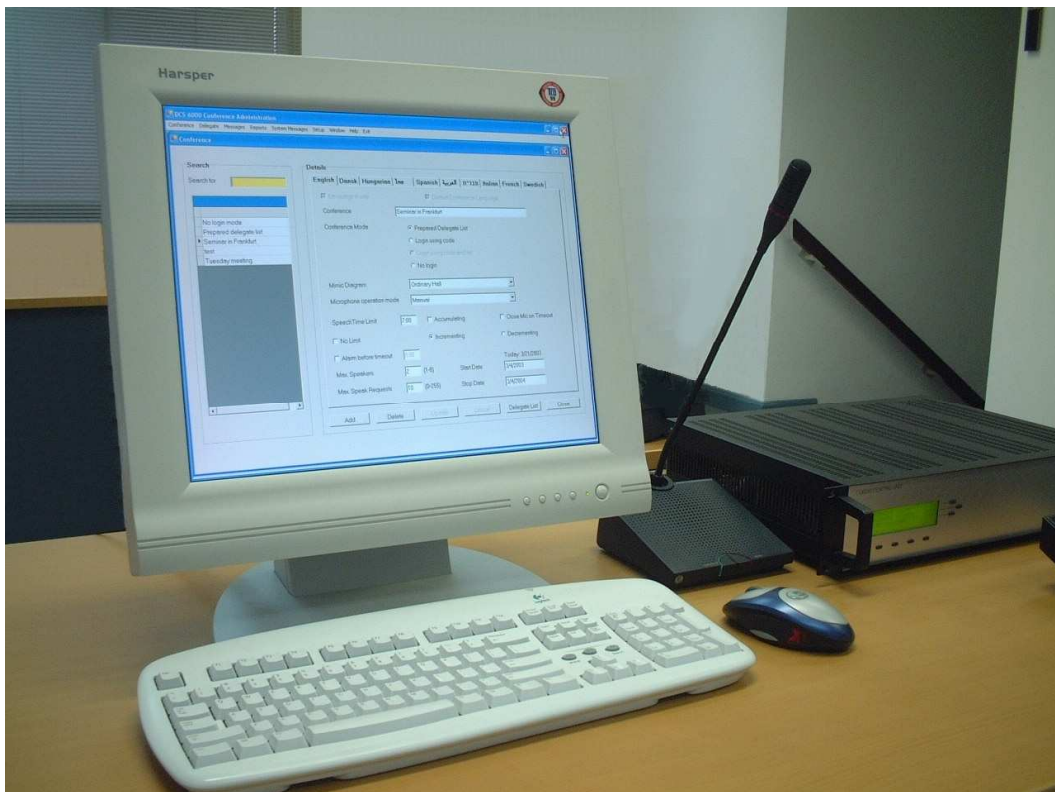


DCS 6000



User Manual

Digital Conference System



SW 6000 Conference Management Software Version 3.3

CAA Conference Administration Application User Manual

List of Contents

List of Contents	3	Reports	23
Description of the DCS 6000 system	5	Delegate List Report	23
Features	5	Agenda Report	25
System components	5	Conference Log Report.....	27
Central equipment	5	Setup	28
Interpreter equipment	5	Setup/Equipment/Seat.....	28
Conference equipment and channel selectors .	5	Setup/Equipment/Interpreter Units	31
Operating instructions	6	Setup/Equipment/AO Units	33
SW 6000 – CAA application	6	Setup/Equipment/Ambience Microphone.....	34
General description	6	Setup/Equipment/Conference displays	35
Features	6	Setup/Equipment/Chip cards	36
Starting the CAA	7	Setup/Configurations/Voting Configuration..	38
Login	8	Setup/Configurations/Mimic Configuration ..	44
General screen functionality.....	9	Setup/Configurations/CDA Configuration	46
Search List.....	9	Setup/Configuration/Delegate List	
Language Tabs	9	Configuration	47
Buttons	10	Setup/User Type	48
Conference	11	Setup/Language/Languages	52
Conference Mode	13	Setup/Language/Labels.....	53
Microphone Operation Mode	14	Setup/Rooms/Create Room.....	54
Delegate list.....	15	Setup/Rooms/Manage configuration	55
Agenda	17	Setup/Rooms/Create Connections	56
Options	18	Setup/Rooms/Connect to Room.....	56
Delegate	20	SW 6000 Backup Utility	57
Delegate Information	20	Backing up data	57
Messages	22	Restoring data	59

Description of the DCS 6000 system

Features

The SW 6000 Conference Management Software for PC opens a completely new way of managing conferences. It is designed to operate with the hardware units, which are part of the DCS 6000 system

DCS 6000 system is a complete “State of the Art” fully digital integrated interpretation, discussion and voting system offering interpretation, language distribution, conference microphone and voting facilities with attendance check with Chip Card™.

The DCS 6000 system is based on a new, unique digital DATA and AUDIO bus using standard network cable. This ensures a very cost effective installation and easy set-up of portable systems.

A total of 4000 units (delegate or interpreter units) can be connected to the system.

The DCS 6000 system can be operated with or without a PC. If external operation of the system is needed the CU 6010 features a RS232/RS422 connection for PC or control system such as AMX or Crestron.

System components

The DCS 6000 system consists of various units.

Central equipment

CU 6010	Central Unit with built-in network controller and power supply
EX 6010	Extension Power supply
AO 6008	Audio Output box
JB 6002	Junction Box with 2 outputs
JB 6004	Junction Box with 4 outputs

Interpreter equipment

IS 6132P	Interpreter Set
LS 6032P	Interpreter Loudspeaker

Conference equipment and channel selectors

CS 6032FV/H	Channel Selector (flush mounted)
CM/DM 6010P	Conference Unit (portable)
CM/DM 6020P	Conference Unit (portable) with XLR microphone connector
CM/DM 6070P	Conference Unit (portable) with two built-in channel selectors
CM/DM 6090P	Conference Unit (portable) with two built-in channel selectors and XLR microphone connector
CM/DM 6060F	Conference Unit (flush mounted) with one built-in channel selectors
CM/DM 6510F	Conference Unit (flush mounted) with Chip-card and 3 voting buttons
CM/DM 6560F	Conference Unit (flush mounted) with one built-in channel selector, Chip-card and 3 voting buttons
MU 6040C/D	Microphone Unit for use with customised front plate with Loudspeaker, Microphone and Buttons. Available in Delegate (D) and Chairman (C) version
MU 6042D	Dual Microphone Unit for use with FD/FC front plate with Loudspeaker, Microphone and two delegate Buttons
AM 6040	Ambient Noise Microphone

Operating instructions

SW 6000 – CAA application

General description

The SW 6000 software package consist of several main applications:

CAA Conference Administrator Application

CUA Conference User Application

CDA Conference Display Application

ECA External Control Application

The SW 6000 software package has the following main features:

- Client/server system for multiple PC's
- Multiple User profiles with different functionality

- Full language support
- Very user friendly Graphical design of high quality
- Data stored in SQL database format

Features

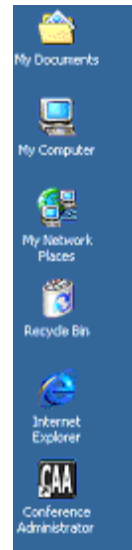
The main features of the CAA Conference Administration Application are:

- Used by the people mainly outside the conference room who are responsible for creating and maintaining basic conference data such as conferences, delegates, delegate lists, messages etc. and who monitor the system status during conferences.

Starting the CAA

After the CAA has been installed, the CAA shortcut is placed on the Desktop and in the start folder.

Clicking the CAA shortcut will start the application

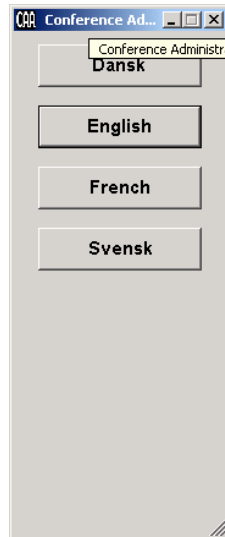


Login

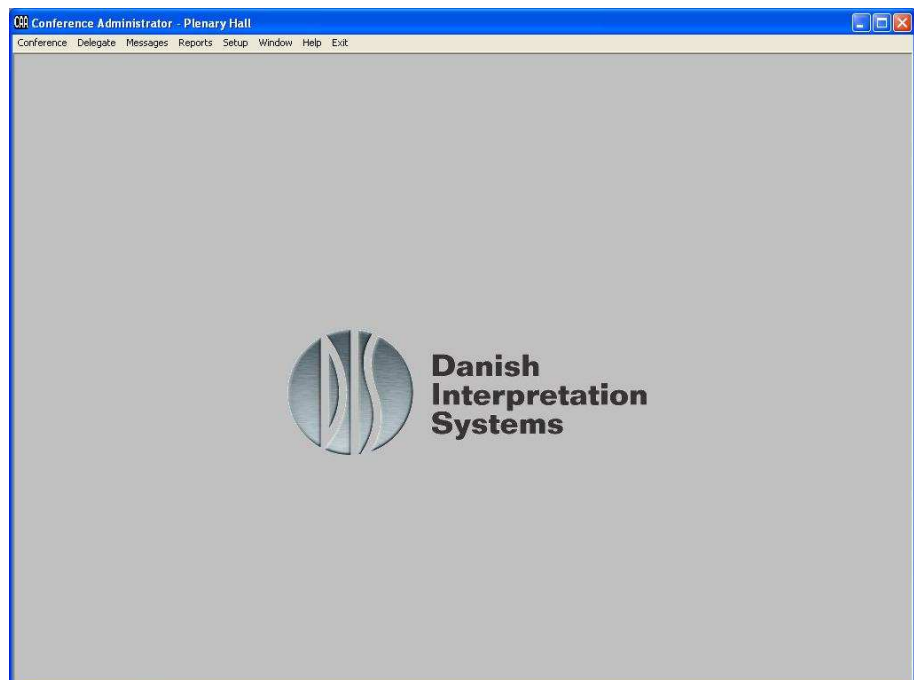
When the application is started the user must select a language if more languages are in use.

If only one language is in use, then the Login screen is not presented.

A user ID or password is not required. If restricted access to the CAA application is needed, use the standard Windows logon when starting up Windows.

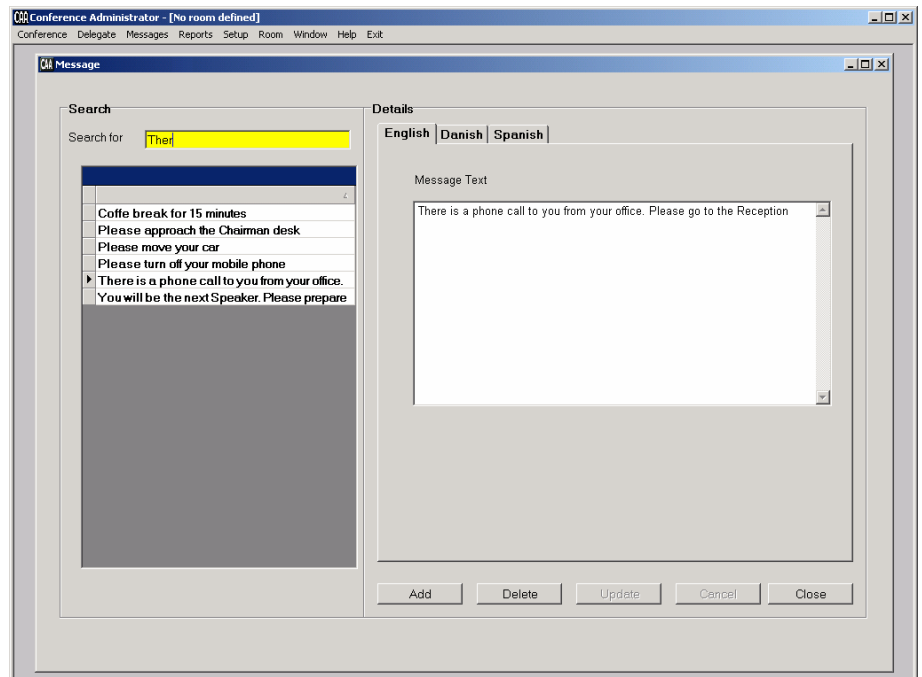


After selecting the language the application will present the following screen. If the application is run for the first time you will see this screen directly. At the top of the screen a menu provides access to all the different CAA screens:



General screen functionality

The following describes the general functionality that applies to all screens in the Conference Administration Application (CAA).



The above example shows the screen for creating and editing messages.

Search List

The left side of the screen will display a list of messages that allow the user to search for and select a specific message to edit. The 'Search for...' field provides free text search on the texts displayed in the list. Entering the text 'ther' in the shown example would place focus on the first message where the text is found. In this case 'There is a phone call' would be found.

A vertical scroll bar will appear to enable scrolling down the message list if additional one's exist off the screen.

Language Tabs

The right side is for the actual functionality related to the menu selection. A tab for each language will be available. The user can flip through the language tabs when creating or editing data thereby entering a translation for the different languages. The system will require the user to enter data for the default language, which is the language on the first tab from the left (e.g. English).

Entering data for the rest of the languages is optional.

Selected fields will be highlighted in yellow.

Buttons

Throughout this manual buttons will be referred to by putting the button text in brackets like [Add]. The following buttons are generally implemented on all screens:

- [Add]** Press the button to add a new record. That can be a conference, a delegate, a message or similar record. When the screen is in edit mode then all fields will be sand coloured. When the adding of information is complete (possibly for several languages) then press the [Update] button to save the information.
- [Delete]** Press the button to delete selected record information. That can be a delegate, a conference or similar. Information for the record in all languages will be deleted.
- [Update]** When the user is adding or editing information the changes are saved by pressing this button. Editing existing information is done simply by selecting the information and changing it. The fields will be sand coloured to show that the screen is in edit mode.
- [Copy]** Select one setup and press this button. A copy of the setup selected will be created.
- [Cancel]** Press the button to avoid saving changes just made or saving a newly added record. If an existing record was being edited then the old data will reappear.
- [Close]** Press the button to close the window. All windows must be closed before exiting the CAA

Conference

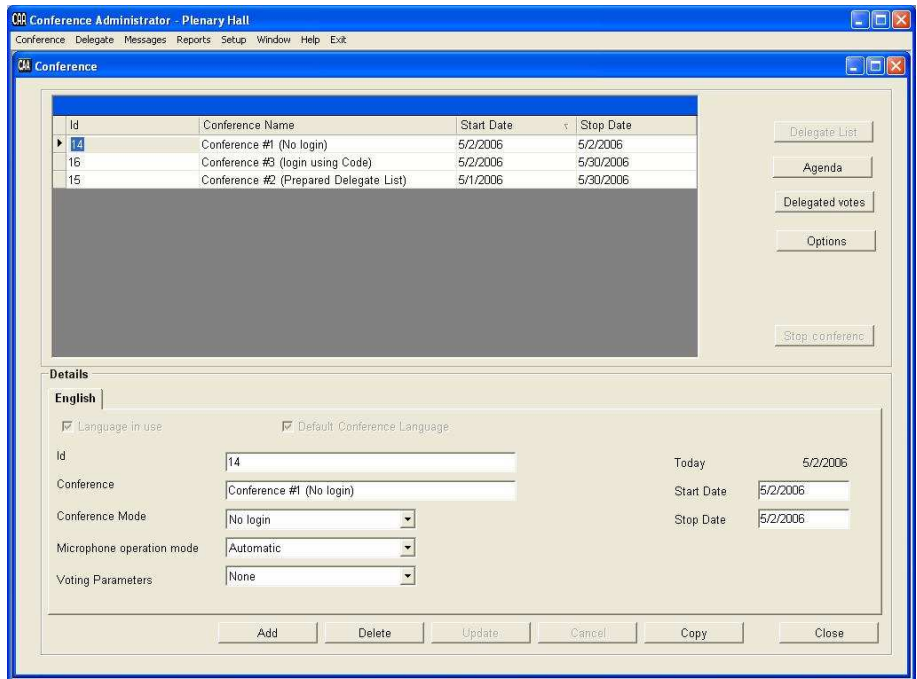
Clicking the ‘Conference’ brings up the ‘Conference’ page,

This screen is used to create conferences, delegate lists assigned to a specific conference and to specify operation parameters to be set when the conference is activated.

Any number of conferences can be created.

The names of the conferences will normally be a specific conference like ‘Sales Meeting’ or ‘Annual Meeting’ running a limited period of time.

A type of conference like ‘Conference: No login’, where the ‘Start date’ and ‘Stop date’ is covering a large period of time or the names is all very useful as this is an easy way to set conference parameters.



Default conference language The English language is always default and cannot be unchecked ‘and the English language is always ‘

In use The English language is always default and cannot be unchecked and therefore the English language is always ‘In use’

However if other languages are used in the conference, which are created, the option ‘Language in use’ has to be selected. When a conference is started, only the languages selected will be presented to the user.

ID An alpha-numerical value use to identify the conference

Conference Name of the conference.

Conference Mode The conference mode determines, how delegates are know to the system.

Please refer to the section ‘

Conference Mode.

Microphone operation mode Select the microphone mode to be used when the conference is started. Options are ‘Automatic’, ‘Manuel’, ‘FiFo’ and ‘VOX (Voice active)’. VOX option only if the CU 6010 features this mode.
Please refer to the section ‘Microphone Operation Mode’

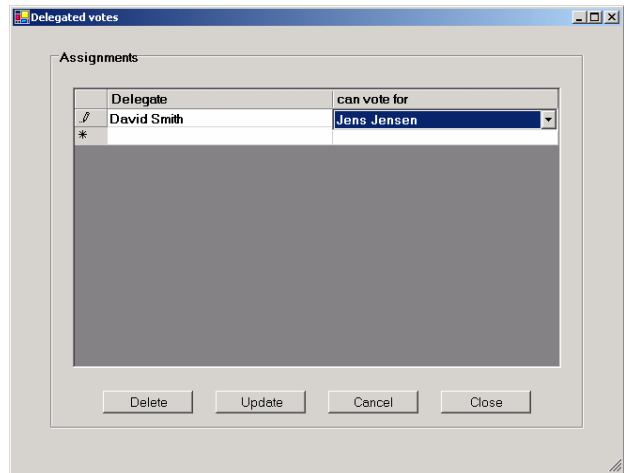
Voting Parameters The default voting parameters for the conference can be set using a dropdown box.
 A set of voting parameters is created in ‘CAA/Setup/Voting parameters’. The default voting parameter for the conference can always be changed in the CUA before a voting session is started.

Start and stop dates Those date fields are used to specify when the conference is to be held. Only conferences are visible in the CUA Application if today’s date falls on or between these two dates.
 Those date fields are used to specify when the conference is to be held. Only conferences are visible in the CUA Application if today’s date falls on or between these two dates.

[Delegate List] Press this button to call the function for creating a delegate list for the conference.
 The button is only enabled if the conference mode is set to ‘Prepared delegate list’, ‘Login using code and list’ or ‘Login using code on list’.
Please refer to the section ‘Delegate list’

[Agenda] Clicking this button bring the ‘Agenda’ popup used for creating an Agenda to a conference.
Please refer to the section ‘Agenda’

[Delegated Votes] Some conference units are supplied with an extra “voting” button. This button can be used for casting a vote for another person. The “Delegate Votes” button shows a list, where Delegates are assigned permission for voting for another delegate.



[Options] The ‘Option’ button brings the ‘Option’ popup, which is used to set operation settings of the system used when starting the Conference.
Please refer to the section ‘Options’.

[Stop Conference] Use this button to stop a conference

[Copy] The copy function will make a copy of the selected conference. Both ‘Delegate list’, ‘Agenda’, ‘Delegated votes’ and ‘Option’ settings are copied.

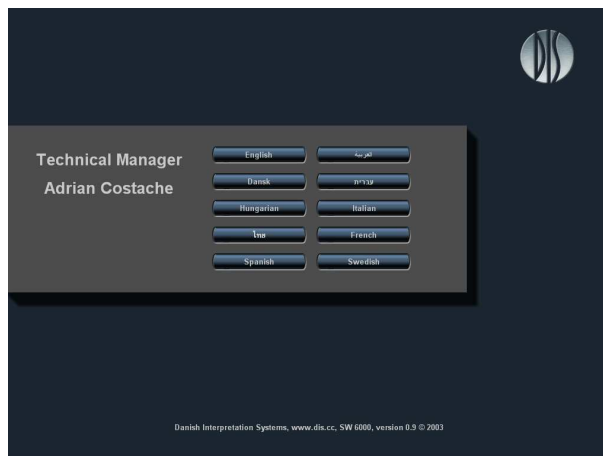
Conference Mode

Select one of the five available modes for the conference:

Prepared Delegate List

Use this mode to create a list of delegates with names of all the delegates attending the conference. Each delegate is assigned a seat with a microphone. The assignment of seats is done by clicking the 'Delegate List' button. See later section: 'Creating a Delegate List'.

A seat, having a PC running the CUA Application, will show the name and other information of the delegate on the Language Selection Screen and other screens and on various lists.



Login using code

Selecting this option will allow permanent delegates to login at the CUA Application using their individual 'login codes'.

If the functionality "Setup/equipment/chip cards: Units with chip card" is selected, the login code is taken from a chip card inserted in the conference unit. In this case the user will not be presented for a login screen when starting the CUA.

Delegates using conference units without chip card reader will be shown on various delegate screens/lists with the seat number instead of their name.

Login using code and list

Selecting this option will allow permanent delegates to be assigned a specific seat with a microphone. The delegates has to login at the CUA Application using their individual login codes, but the delegate can only login to the seat assigned to him.

If the functionality "Setup/equipment/chip cards: Units with chip card" is selected, the login code is taken from a chip card inserted in the conference unit. Then the user will not be presented for a login screen when starting the CUA.

Delegates using conference units without chip card reader will be shown on various delegate screens/lists with the seat number instead of their name.

Login using code on list

Selecting this option will allow delegates present on a Delegate List to login at the CUA Application using their individual login codes at any seat.

If the functionality "Setup/equipment/chip cards: Units with chip card" is selected, the login code is taken from a chip card inserted in the conference unit. Then the user will not be presented for a login screen when starting the CUA.

Delegates using conference units without chip card reader will be shown on various delegate screens/lists with the seat number instead of their name.

No login

This option will not use names of delegates. All delegate lists will show the seat number.

In this mode, the 'Delegates' screen will not be available at the CUA application

Microphone Operation Mode

The Microphone operation mode (system mode) can always be changed during a conference using the Conference page in the CUA.

Individual microphone settings which might be assigned to any conference unit are not overridden. See section Setup/User Types for further details about Individual microphone settings.

The following operations modes (system modes) can be pre-selected for the conference:

- | | |
|------------------|--|
| Manual | All delegates speak requests are inserted into the Request list. Their microphones are turned on when Chairman grants the individual delegate the right to speak. Microphones with Chairman priority will always be turned on. |
| Automatic | All delegates speak requests causes their microphone to turn on if the maximum number of speakers is not reached. Otherwise the speak request will be rejected. Microphones with Chairman priority will always be turned on. |
| FIFO | First In First Out. All delegates speak requests causes their microphone to turn on if the maximum number of speakers is not reached. Otherwise the speak request will be inserted onto the request list. The first on the request list will be turned on when one of the active microphones is turned off.

Microphones with Chairman priority will always be turned on directly. |
| VOX | Speaking into a Delegate microphone will turn on the microphone if the maximum number of Delegates is not reached. Otherwise the speak request will be rejected.

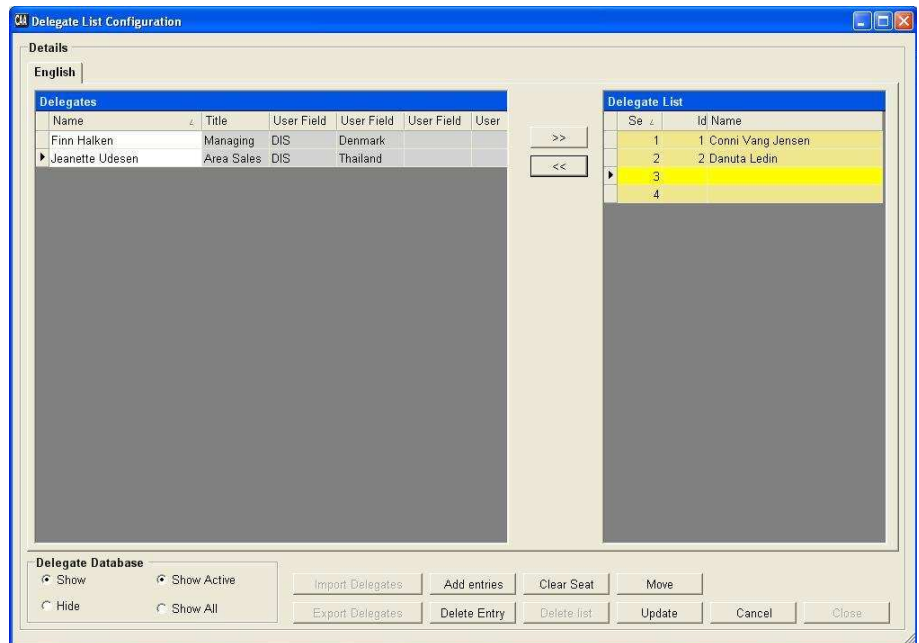
Speaking into a Chairman microphone will turn on the microphone if the maximum number of Open Mics. is not reached. Otherwise the speak request will be rejected. Chairman units will interrupt a Delegate unit if the max. number of Open Mics. are reach

Operation settings for the VOX mode can be set on the CU 6010. |

Delegate list

Press the **[Delegate list]** button to call the function for creating a delegate list for the conference.

The button is only enabled if the conference mode is set to 'Prepared delegate list', 'Login using code and list' or 'Login using code on list'.



[>>] Existing delegates from the Delegates database will be shown in the left window. Selecting a delegate and then clicking '>>' will place the delegate in a seat number 1 in the delegate list. The seat will automatically be generated, when clicking '>>'.

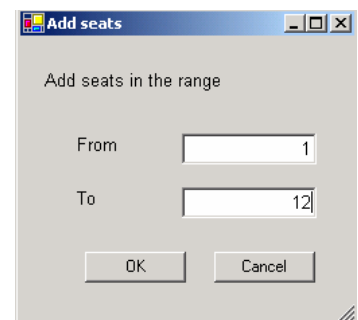
Selecting an empty seat before clicking '>>' will place the delegate in that seat.

Selecting a seat occupied by a delegate, before clicking '>>' will place the delegate in a new seat.

[<<] Selecting a seat and clicking '<<' will remove a delegate from a seat.

Clicking 'Clear Seat will also remove a delegate from a seat.

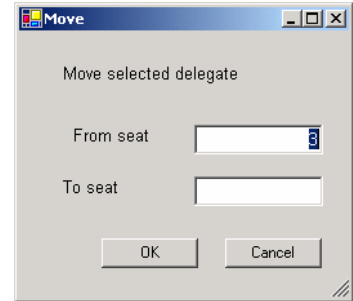
[Add entries] Press this button to create the number of seats, which will be used for the conference.



[Delete Entry] Press this button to delete a selected seat.

[Clear seat] Press the button to remove data for a selected seat

[Move] Press this button to move a delegate from one seat to another.



[Delete list] Press this button to delete all seats.

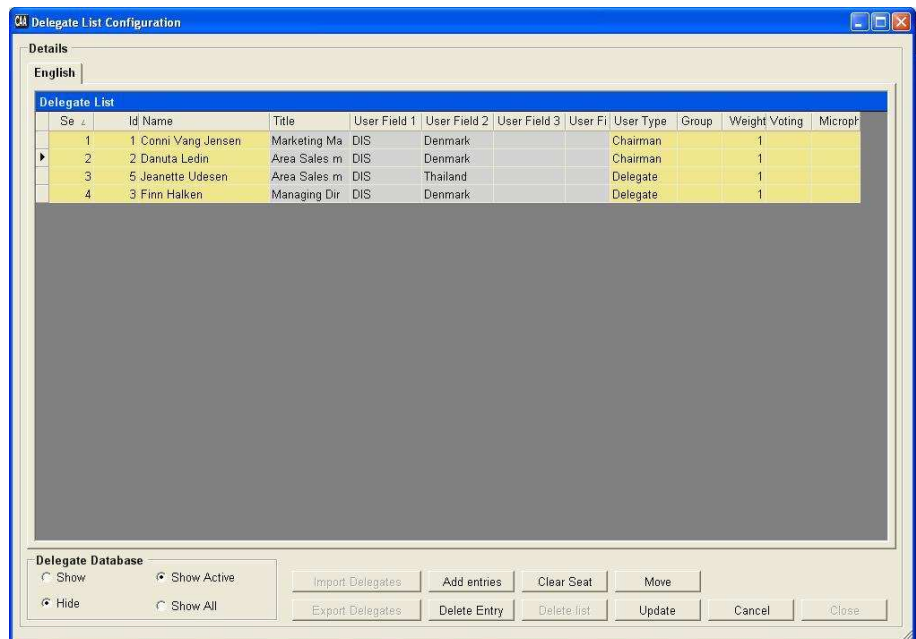
[Import delegates] Use this button to import a list of names from an XML file.

[Export delegates] Use this button to export a list of names to an XML file.

[Show Active] Clicking 'Show Active' will show all delegates in the Delegates Database marked as 'Active'.

[Show All] . Clicking 'Show All' will show all delegates in the Delegates Database.

[Hide] Delegate Database



Clicking the 'Hide' button will remove the Delegate window. It is now possible to assign specific values for the conference, different from the entries made for the delegate in the Delegate database. The following values can be changed:

- User Type
- Voting Weight
- Voting Parameter
- Microphone Level

[Show] Delegate Clicking this button will show the 'Delegate' database window.

Database

Inserting delegates into seats when hiding the Delegates database, After adding a seat a delegate can be assigned to a seat by typing the Id number in the ID field.

Agenda

The agenda is a list of subjects with a title and description.

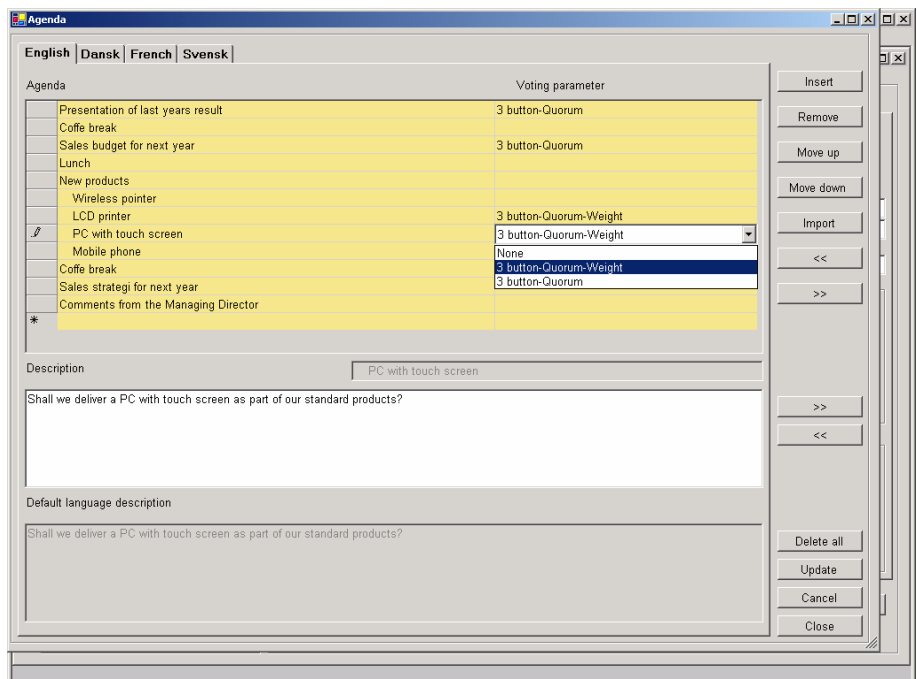
Adding subjects build the Agenda one by one.

New subjects are added automatically when entering text on a blank line below the last subject.

The agenda shows all subjects including indentation.

An agenda can be created using the buttons to the right

Note: Rows must not be left blank for the default conference language.



[Insert] This button inserts a blank row above the selected row allowing the user to add a new subject

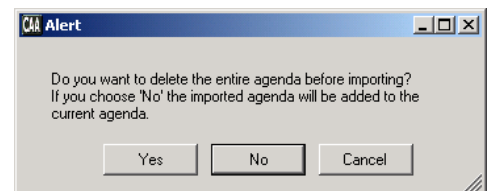
[Remove] This button deletes the selected subject unless a vote result exists for the subject

[Move up] This button moves the selected subject one row up allowing the user to reorder the Agenda

[Move down] This button moves the selected subject one row down allowing the user to reorder the Agenda

[Import] Import Agenda from an XML file.

I dialog box will be presented for the option of deleting an existing agenda or add the import to the existing agenda



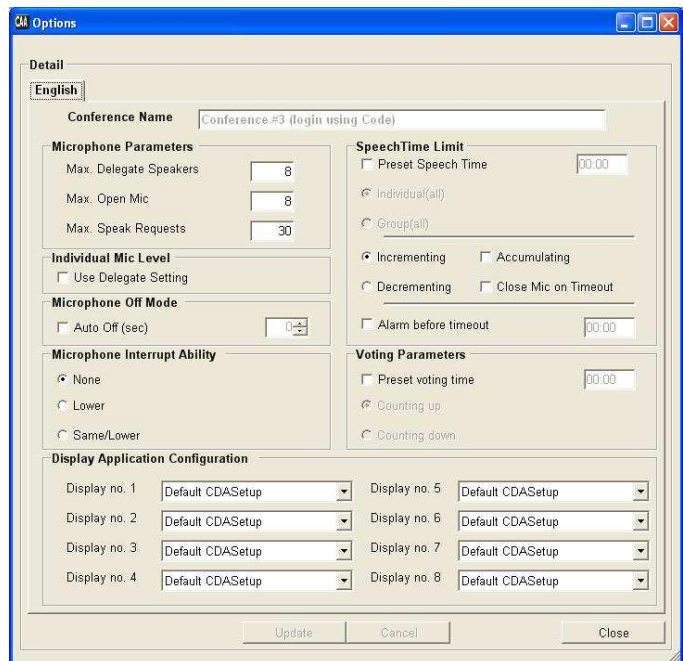
[Delete all] This button deletes all subjects. You have to confirm your choice

[>>] This button increases indentation one level. A limit of 6 indentation levels must apply.

- [<<] This button decreases indentation one level
- Description** A description to each point in the agenda can be added. This description will be visible in the ‘Agenda’ window in the CUA.
- Default language description** When adding the description of an agenda subject to other languages the description for the default language can be seen in the ‘Default language description’ window. This will ease the translation to the other languages.

Options

The ‘Option’ button brings the ‘Option’ popup, which is used to set operation settings of the system used when starting the Conference.



- | | | |
|------------------------------|------------------------------|--|
| Microphone Parameters | Max Delegate Speakers | Set the maximum Delegates allowed. The value can be set from 1 to 8. |
| | Max Open Mic | Set the maximum open conference units allowed. This included both Delegate Units and Chairman Units. The value can be set from 1 to 8. |
| | Max Speak Requests | Set the maximum no of names in “Request to speak” queue. The value can be set from 0 to 255. |
| Individual Mic Level | Use Delegate Setting | When ticked, the microphone level will be set in according to the setting mad at the ‘Delegate List’ |
| Mic Off Mode | Auto Off | When ticked a Conference unit will switch of after the time set, if nobody is talking in the microphone. |

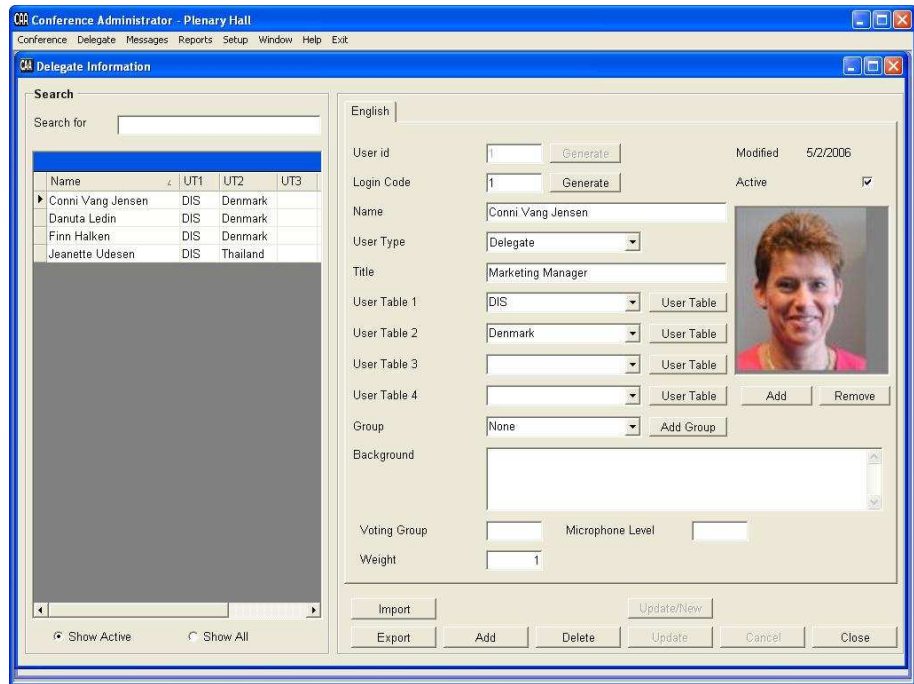
Microphone Interrupt Ability	None	Cannot interrupt another speaker
	Lower	Can interrupt a speaker with a speak priority less than own speak priority
	Same/Lower	Can interrupt a speaker with the same speak priority or a speak priority which is less than own speak priority.
Speech Time Limit	A maximum speech time for a delegate or a group of delegates can be set	
	Preset Speech Time	When ticked the speech time is enabled. Set a value to limit the time each delegate 'Individual/All' or a group of delegates 'Groups/All can speak.
	Incrementing	Select this option to make speech time counters display elapsed time starting from zero and counting up.
	Decrementing	Select this option to make speech time counters display elapsed time starting at the speech time limit and counting down to zero.
	Accumulating	Set this option to add up the speech time every time a delegate is speaking. If the option is not set then the speech time limit will reapply every time a delegate is speaking.
	Close mic on timeout	Set this option to have the microphones turned off automatically by the system when the speech time limit is reached.
	Alarm before timeout	Set the alarm time to make the speech time counters flash when the alarm time is reached. Setting the time to 00:00 disables the alarm time function.
	Voting Parameters	Preset voting time
Counting up		Select this option to make voting time counters display elapsed time starting from zero and counting up.
Counting down		Select this option to make voting time counters display elapsed time starting at the time limit and counting down to zero.
Display Application Setup	It is possible to have up to 8 CDA applications running (on 8 PC). Various setups can be created in the CAA application. For each conference it is possible to assign any created setup to any of the CDA applications running.	

Delegate

Delegate Information

Permanent delegates who attend conferences on a regular basis can be created using this screen.

Delegate id, Name, User Type and Login Code fields are all **mandatory** and has to be filled in.



- User id** A numeric value up to 5 digits, unique for each delegate, which is identifying the User. When a delegate is added to the list of delegates, the ID cannot be changed. If chip cards are in use, this ID has to match the 'Delegate Id' programmed on the card.
- Login code** Enter a unique login code to be used by the delegate for logging in to the CUA Application.
- [Generate]** Press the button to generate a random number for the Login Code/User id. When adding new delegates, unique Login Code/User id will automatically be assigned.
- Name** Name of the delegate
- User Type** Select one of the existing user types from the drop down list. The user type will determine what screens, buttons, individual microphone settings and functionality will apply to the delegate's CUA Application and microphone operation when the delegate is logged in.
- Title** Title or position of the delegate
- User Table 1-4** Four user-defined fields are available for entering various text information. Their labels can be set to describe the content of the fields from the label screen. Their label numbers are 1810 to 1813. Write any text or select predefined text from the drop down list.

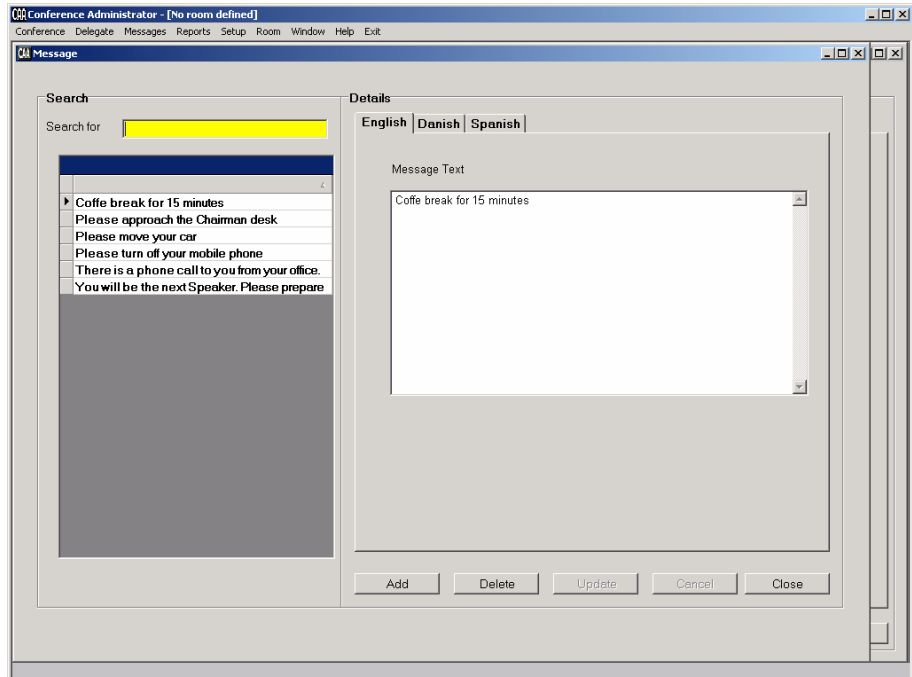
[User table 1- 4]	Pressing the buttons will call popup screens that allow the user to create and maintain predefined selections for each of these four fields. The description of the fields can be changed in 'Setup/Language/Label'.
Group	A delegate can be assigned a group of delegate. This is useful if 'Group Speech Time' is used
[Add Groups]	This button will bring a popup for adding delegate Groups.
Background	The user can enter any free text information here to be displayed on the Delegate information screen in the CUA Application.
Voting Group	This field is used to insert a character to be using in the voting calculations i.e. 'F' for French and 'N' for Nederland if the two groups have different voting rights
Microphone Level	Use this setting to assign individual microphone level to a delegate. The setting can be from 0 to -6.
Weight (voting weight)	This field is used to insert a numerical value given the number of votes the user has. Default value is '1' (one).
Active	A delegate can be marked a 'Active' If marked as active, he will be shown in list sorted by 'Active'
Picture	A picture of the delegate can be inserted using the [Add] button and removed using the [Remove] buttons. A picture added will be displayed on the Delegate information screen in the CUA Application.
[Add] (picture)	Press the button to call a standard Windows interface to select picture files (maximum size 30 Kb – picture format WxH = 115x120). Pictures are replaced by adding a new one.
[Remove] (picture)	Press the button to remove a picture from the delegate record.

Messages

This screen is used to create pre-recorded messages that can be used by delegates who have access to the message screen in the CUA Application.

A maximum of 4000 characters can be used for each message.

If a message is created in several language versions then a delegate logged in using English can read and send the message in English and a delegate receiving it logged in using Danish will read the Danish version of the received message etc



Reports

The following reports are available:

Delegate Information Report

Agenda Report

Conference Log Report

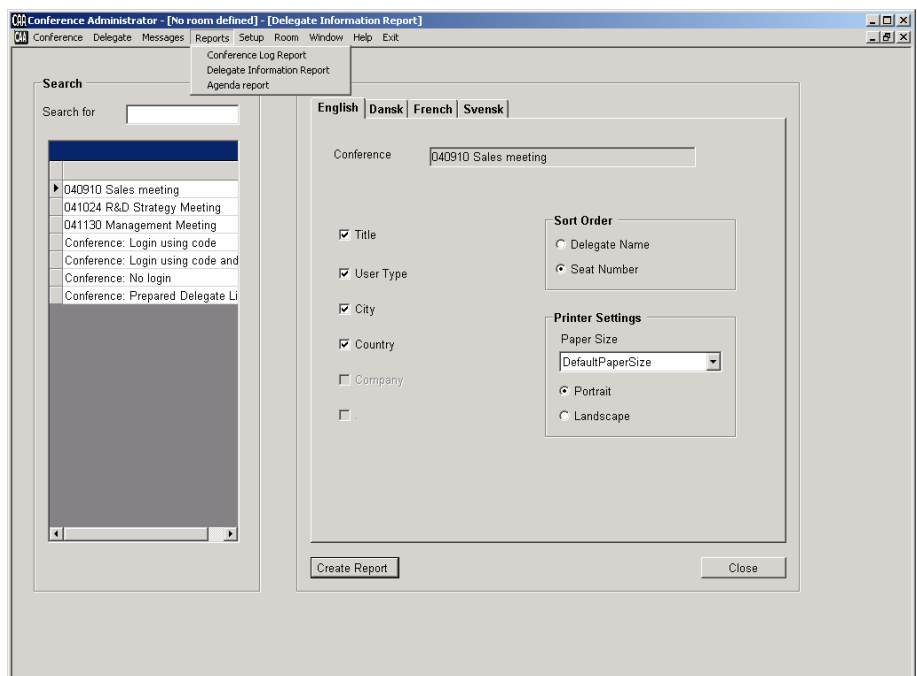
The reports can either be viewed on screen or printed.

Delegate List Report

A conference must be selected from the list on the right of the screen.

The report can be configured by selecting fields to view/print and also if required, sorting order.

The delegate name and seat number fields will always appear on the report.

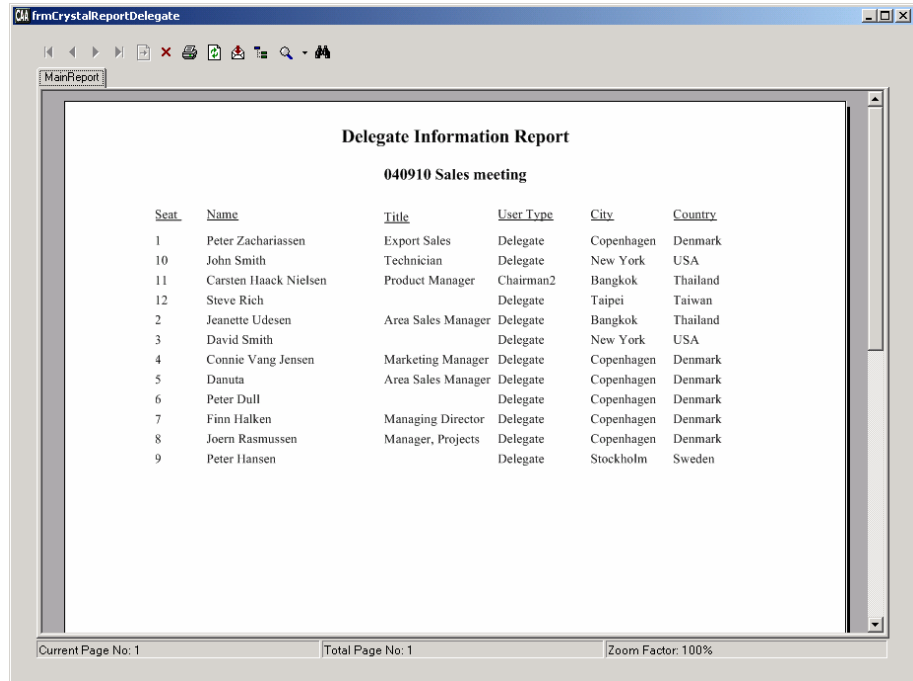


Title	Select to include the field on the report.
User Type	Select to include the field on the report.
User Table 1- 4	Select to include the field on the report. The field can only be selected if the width of the individual field is set greater than 0 on the 'Setup/Delegate List Configuration screen'.
Sort order	Select to sort the report either by Delegate Name or by Seat Number
Printer settings	Set the paper size and orientation
[Create report]	Press the button to create the report. The report will be created in the language selected by the user. An example of the report is shown below.

Created report

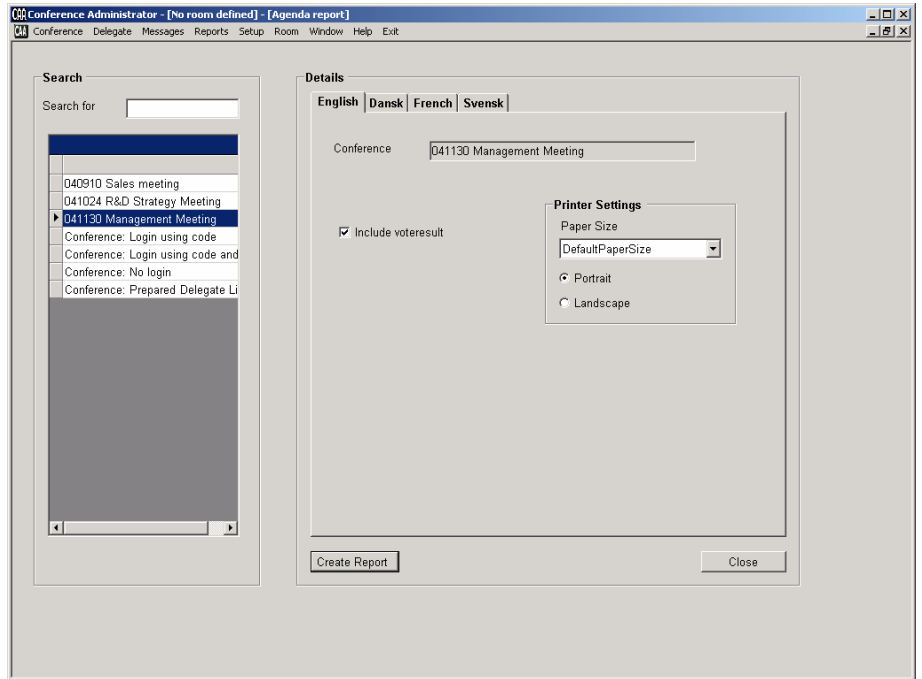
When the report is created it is displayed for viewing. The User can scroll up or down, search for text, zoom in on details or print the report using standard Windows printing facilities. An export features is available for exporting the reports in various formats.

Column widths in the report are determined by the settings on the 'Setup/Delegate List Configuration' screen.



Agenda Report

A conference must be selected from the list on the right of the screen. The report can be configured to include voting results.



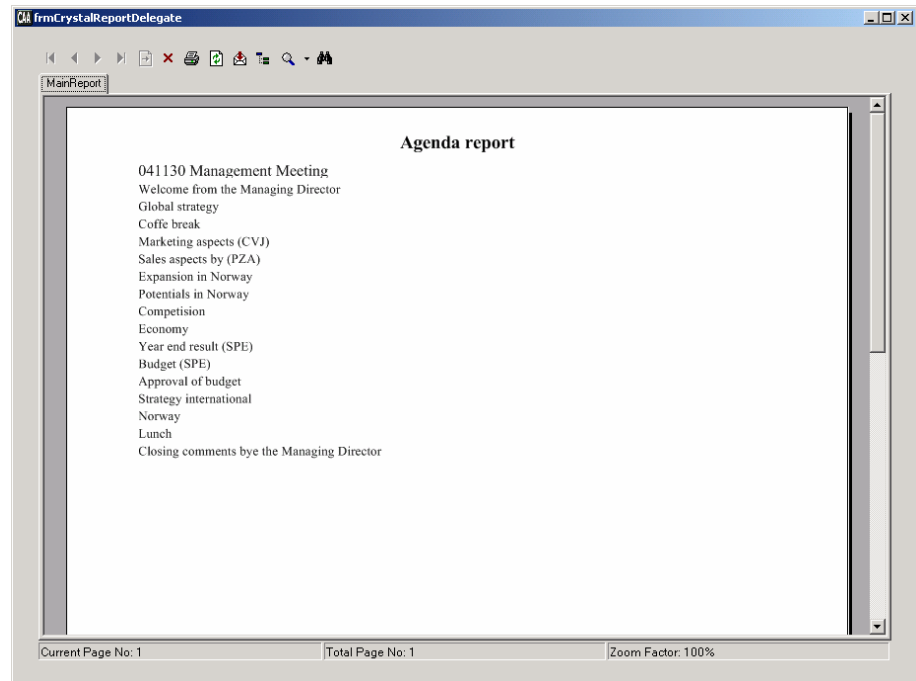
- Include votersresult** Select to include voting results
- Printer settings** Set the paper size and orientation
- [Create report]** Press the button to create the report. The report will be created in the language selected by the user. An example of the report is shown below.

Created report

When the report is created it is displayed for viewing.

The User can scroll up or down, search for text, zoom in on details or print the report using standard Windows printing facilities.

An export features is available for exporting the reports in various formats.



Conference Log Report

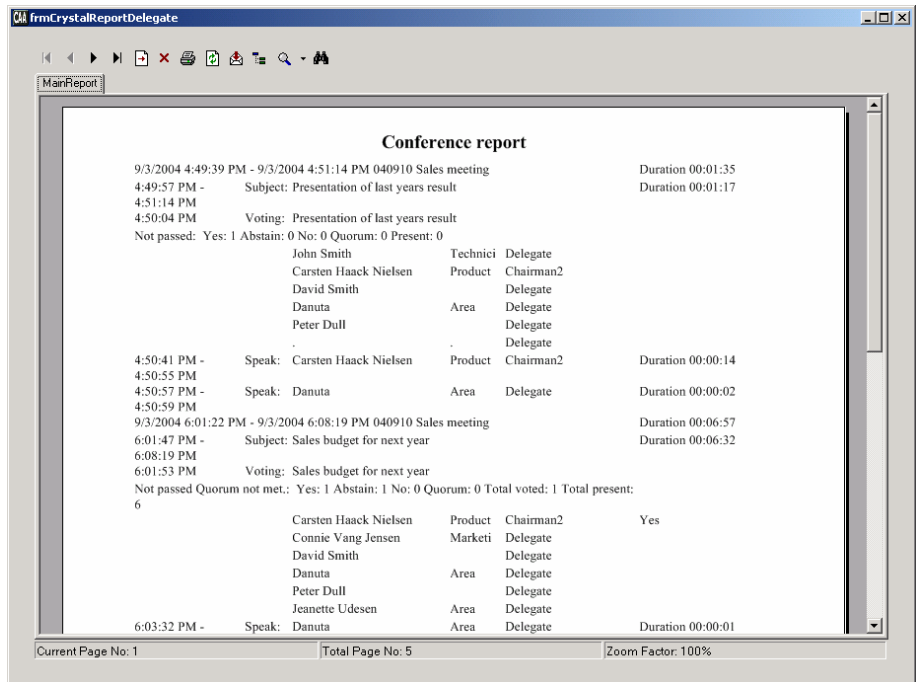
The Conference Log Report is printed similar to the other reports: A conference must be selected from the list on the right of the screen, and the 'Create report' button pressed. The are not option available.

Created report

When the report is created it is displayed for viewing.

The User can scroll up or down, search for text, zoom in on details or print the report using standard Windows printing facilities.

An export features is available for exporting the reports in various formats.



Setup

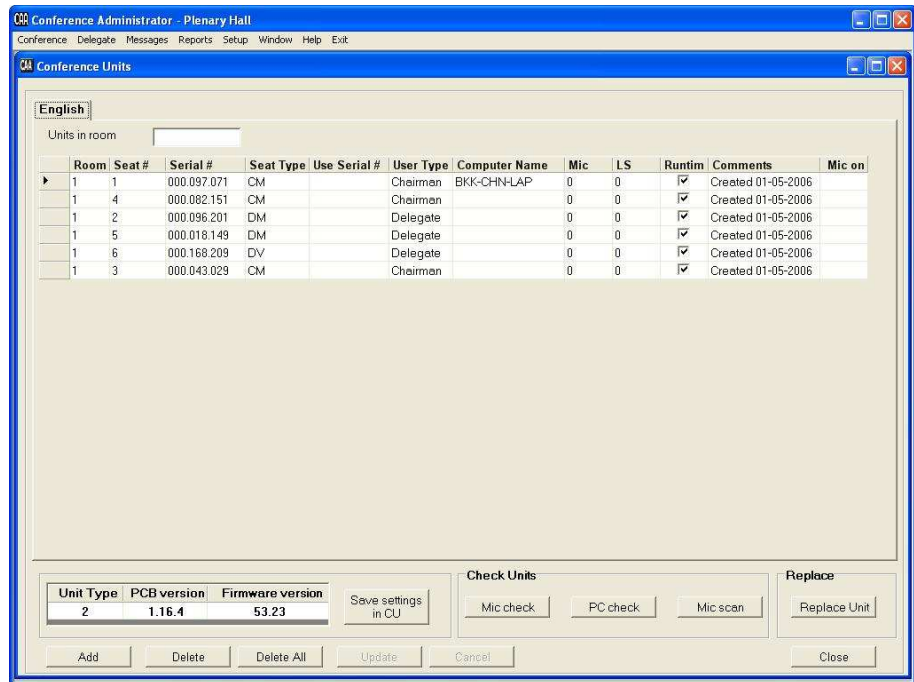
Setup/Equipment/Seat

This screen is used to configure the seat assignment setting up relations between microphones, seat numbers and computers running the CUA Application.

Seats are automatically created by the CU Interface application when information about new units is received from the CU 6010 Central Unit.

The table can be sorted in accordance to the various coulombs by clicking the header.

Note: If a seat has been created, it will not be deleted automatically, if the unit is not connected to the CU 6010 anymore. Unused 'Seats' have to be deleted manually.



- Units in room** Type in the Room # to filter the list to shown only units placed in the room selected.
- Room #** If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in Setup/Room/Room Configuration
- Seat #** The seat number must be unique and is used to identify the seat on lists, reports and on the mimic diagram. It can have a maximum of five numeric characters.
- Serial #** Each microphone has a unique serial number encoded into the unit from the factory. The number 000.000.000 must be used to create a seat with a computer but no microphone
- Seat Type** This field is identifying the use of the seat, where the conference unit has been placed. The entries are:
 - DM** The connected unit is a Delegate Unit
 - CM** The connected unit is a Chairman Unit
 - DV** The connected unit is a Voting Unit
 - PC** The seat is attached to a PC

The other labels are only used for identifying the unit, but do not give any functionality.

Speaker Stand If a seat has been set to the Seat Type “Speaker stand”, the unit on this seat will be turned on with the “Speaker Stand” button on the CUA.

Technician If a seat has been marked as a ‘Technician’, a CUA application running on a PC assigned to this seat will not be logged out, when starting a conference.

Use serial # If Delegate units connected are sharing a microphone, this field is used to identify the units sharing a microphone.
 In the above example unit 000.018.064 is using the microphone from unit 000.018.195
 Note: Chairman units as well as portable units does not support sharing microphone.

t No.	Serial No.	Seat Type	Use serial no	User Type
8	000.010.004	Delegate		Chairman
11	000.018.088	Delegate		Delegate
3	000.018.152	Delegate	000.018.153	Delegate
6	000.018.064	Delegate	000.018.195	Delegate
10	000.018.057	Delegate		Delegate
14	000.018.181	Delegate		Delegate
7	000.018.195	Delegate		Delegate
12	000.018.169	Delegate		Delegate
5	000.018.153	Delegate		Delegate

User Type Specifies the default user type that applies to the CUA Application and the microphone units when no one is logged in at the seat or a conference is not started.

Computer Name For seats that have a PC running the CUA application, the name of the PC must be entered for the seat. The CUA will then control the microphone unit assigned to this seat.

If a seat with a PC running the CUA application for a technician, this position does normally not have a microphone assigned, the ‘Serial No’ can be inserted as ‘000.000.000’.

For a Technician, the fields ‘Seat type’ must be selected as *Technician’.

Mic This field is used to apply individual microphone level to a seat

LS This field is used to apply individual speaker level to a seat

Comments The text ‘Inserted by CU’ with a time stamp is displayed when the seat was created automatically by the system. The field can be used to store comments of any kind

Mic on Red colour indicates that the microphone is ON. Green colour indicates, that the microphone is in request.

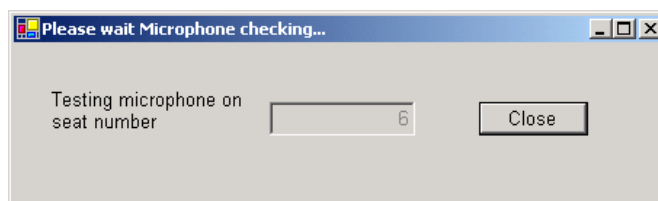
The number in the green indication indicates the number in the request queue.

[Save settings in CU] Pressing this button will save the current state of the system into the flash memory in the CU 6010

[Mic check] Will check a selected seat’s microphone by trying to turn on the microphone (for two seconds).

[PC check] Will check that MSMQ is running on the computer whose name is specified for the selected seat.

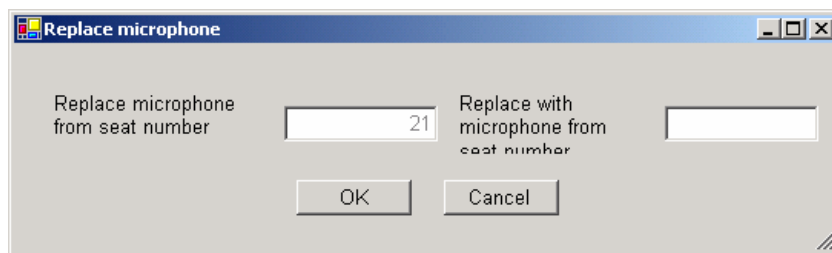
[Mic scan] This button starts a scanning of all microphones, by switching them On and OFF one by one.



[Replace Unit]

This functionality is used for replacing a defective conference unit or switch units between the seat:

- 1 Identify the seat number for the defective unit and remove it.
- 2 Connect the new unit to the CU 6010. The new unit will after a short time show up as the last unit on the list.
- 3 Select the line in the 'Seat' window with the new microphone
- 4 Click 'Replace microphone' and the following dialog window will appear:



- 5 Type in the seat number for the defective unit
- 6 Click OK. The new microphone has now replaced the defective one and has got the functionality and Seat number of the defective microphone. Click OK

Note: If the microphone was assigned a PC running the CUA interface this User has to logout and login again for getting control of the new microphone.

Setup/Equipment/Interpreter Units

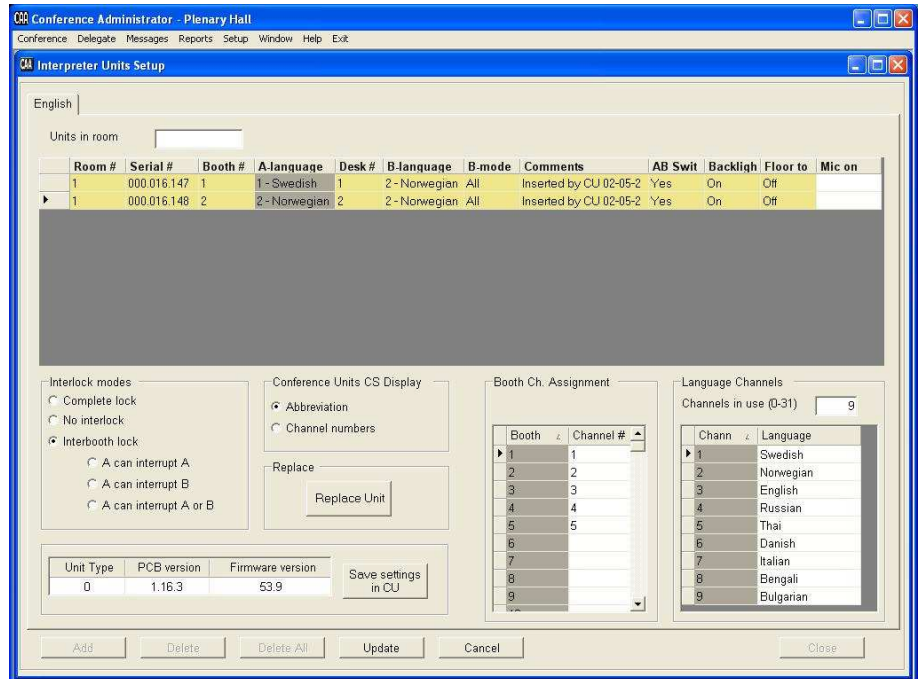
This screen is used to configure the use of Interpreter Units and Interpretation Channels.

Entries are automatically inserted by the CUI Interface application when information about new units is received from the CU 6010 Central Unit.

The table can be sorted in accordance to the various coulombs by clicking the header on top.

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CU 6010 anymore.

Unused units have to be deleted manually.



- Units in room** Type in the Room # to filter the list to shown only units placed in the room selected.
- Room #** If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in Setup/Room/Room Configuration
- Serial #** Each unit has a unique serial number encoded into the unit from the factory.
- Booth#** This field is used to enter the booth number, where the interpreter set is placed. Each booth can max. be assigned 32 interpreter units. The Language Channel assigned to the booth is assigned at the 'Booth Ch. Assignment'
- A-language** This information field is for informing the channel number (and language assigned to this channel) which is assigned as the A-channel. This is set automatically.
- Desk no** Each interpreter booth can use multiple desks. This field is used to identify the desk no.
- B-language** This field is used for assigning a language channel to the B-language of the interpreter set.
- B-mode** This field is used to set the mode for the B-channel:
 - All** All channels at the interpreter set can be set a B-channel
 - One** One the channel set as 'B-language' can be used at the B-language.
 - None** The B-language is not in use

Comments	The text 'Inserted by CU' with a time stamp is displayed when the unit was created automatically by the system. The field can be used to store comments of any kind.		
AB Switch	Set to 'On' the interpreter can switch between the A and B-language with the microphone 'On'		
Backlight	Set to 'On' switches on the backlight in the LCD display in the interpreter set		
Floor Toggle	Set to 'On' enable the toggle of the Floor button.		
Mic on	Red colour indicates, that the microphone is ON. ´		
Interlock modes	Complete lock	When ticked, no interpreter can switch 'On' his microphone to a occupied channel	
	No Interlock	When ticked any interpreter can switch 'On' his microphone to a occupied channel. The interpreter who was occupying the channels will be switched 'Off'	
	Interbooth lock	A can interrupt A	When ticked, an interpreter can switch 'On' his microphone on his A-channel to a channel occupied by an interpreter using his A-channel. The interpreter who was occupying the channels will be switched 'Off'
		A can interrupt B	When ticked, an interpreter can switch 'On' his microphone on his A-channel to a channel occupied by an interpreter using his B-channel. The interpreter who was occupying the channels will be switched 'Off'
	A can interrupt A+B	When ticked, an interpreter can switch 'On' his microphone on his A-channel to an occupied channel. The interpreter who was occupying the channels will be switched 'Off'	
Conference Units CS Display	Abbreviation	When ticked the abbreviation of the language will be shown in the channel selector display in conference units	
	Channel numbers	When ticked the channel number will be shown in the channel selector display in conference units. Please not, that Channel Selector Units will always shown channel numbers	
[Replace micro..]	Replaces a unit. See procedures in previous section Setup/Equipment/Conference Units.		
[Save settings in CU]	Pressing this button will save the current state of the system into the flash memory in the CU 6010. After making a setting of a system, it is advisable to save the settings in the CU. Please also refer to the CU 6010 User Manual.		
Booth Ch. Assignment	Use this table to set the language to be used in each interpreter booth. Several booth can have the same language channels		
Language Channels	Channel in use (0-31)	Type in the number of channels to be used. Pressing [Update] will update the Channel/Language window to show the number of channels in use.	
	Language	A language can then be assigned to the channels in use	

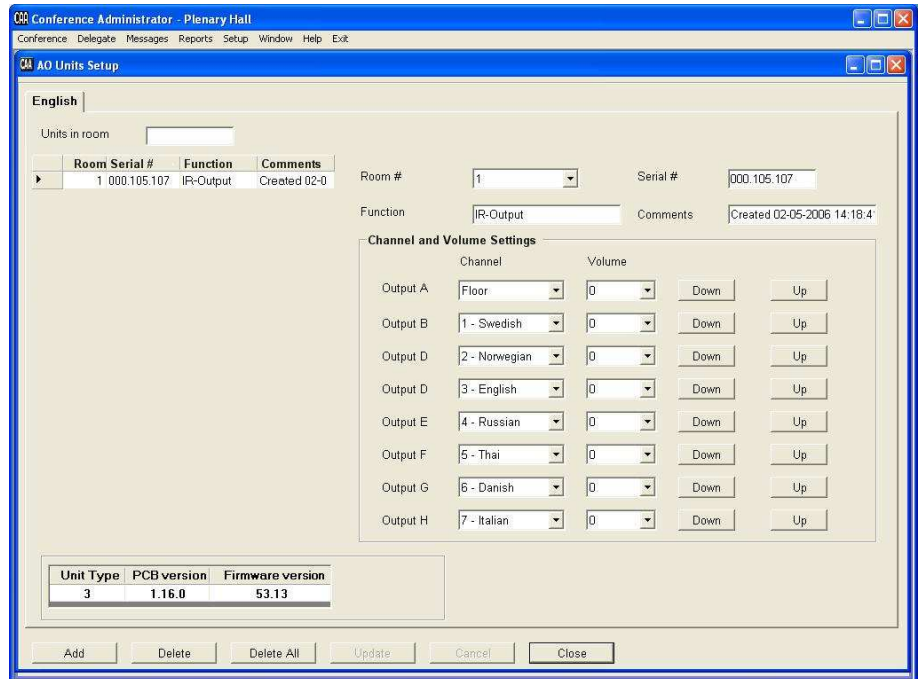
Setup/Equipment/AO Units

This screen is used to configure the AO Units connected.

Entries are automatically inserted by the CU Interface application when information about new units is received from the CU 6010 Central Unit.

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CU 6010 anymore.

Unused units have to be deleted manually.



- Units in room** Type in the Room # to filter the list to shown only units placed in the room selected.
- Room #** If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in Setup/Room/Room Configuration
- Serial Number** Each unit has a unique serial number encoded into the unit from the factory.
- Function** Field, which can be used to identify the function of the unit. This description is used to identify the units in the CUA application.
- Comments** The text 'Inserted by CU' with a time stamp is displayed when the unit was created automatically by the system. The field can be used to store comments of any kind.
- Channel and Volume Settings** The Channel and Volume can be set for each of the outputs at the AO unit.

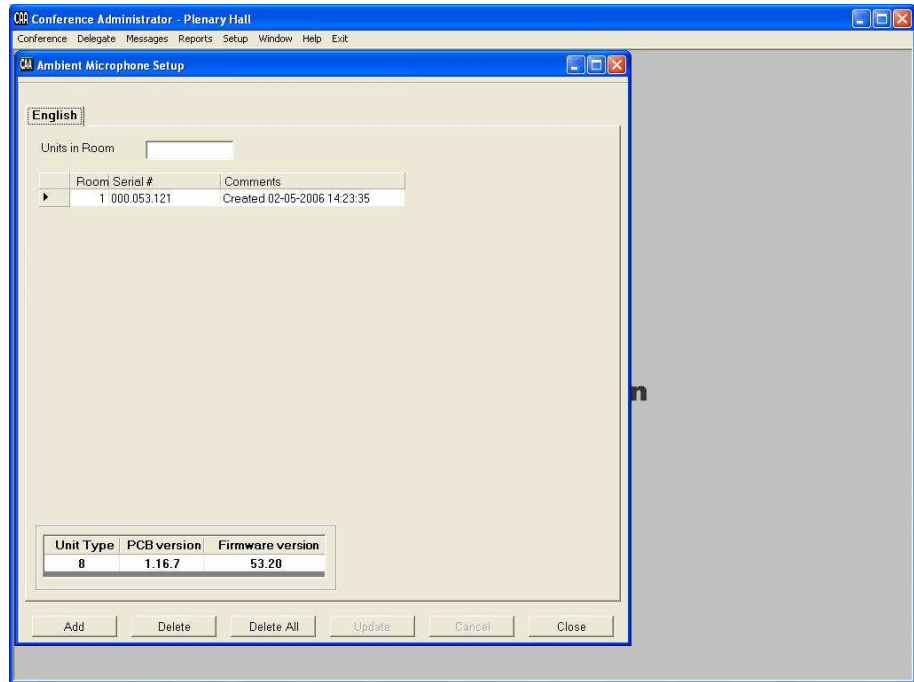
Setup/Equipment/Ambience Microphone

This screen is used to configure the Ambience Microphones connected.

Entries are automatically inserted by the CU Interface application when information about new units is received from the CU 6010 Central Unit.

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CU 6010 anymore.

Unused units have to be deleted manually.

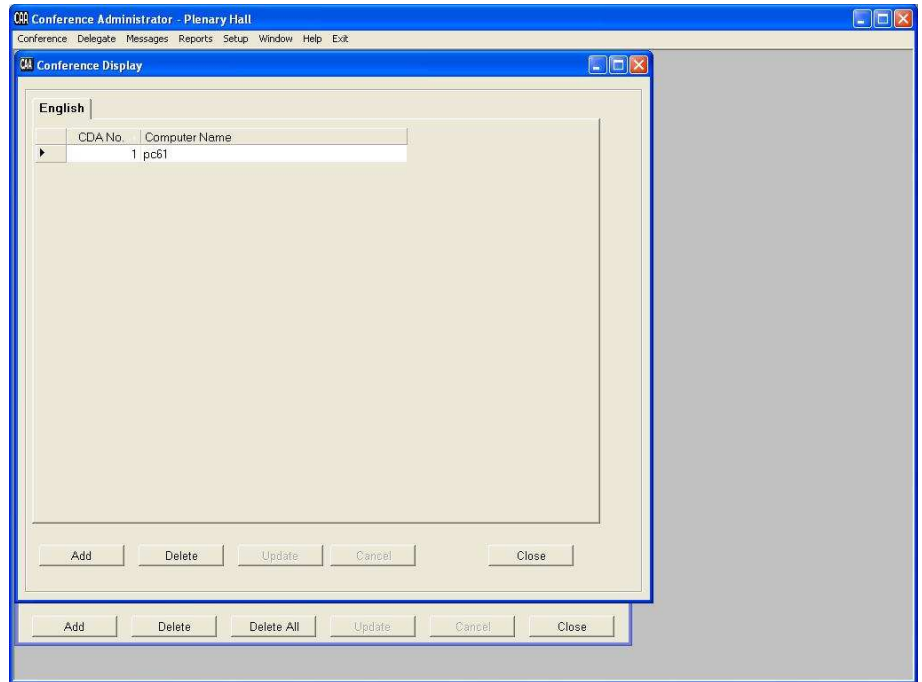


- Units in room** Type in the Room # to filter the list to shown only units placed in the room selected.
- Room #** If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in Setup/Room/Room Configuration
- Serial Number** Each unit has a unique serial number encoded into the unit from the factory.
- Comments** The text 'Inserted by CU' with a time stamp is displayed when the unit was created automatically by the system. The field can be used to store comments of any kind.

Setup/Equipment/Conference displays

This screen is used to configure the Conference Display Applications (CDA).

Up to eight PC's with each a CDA application running, can be configured.



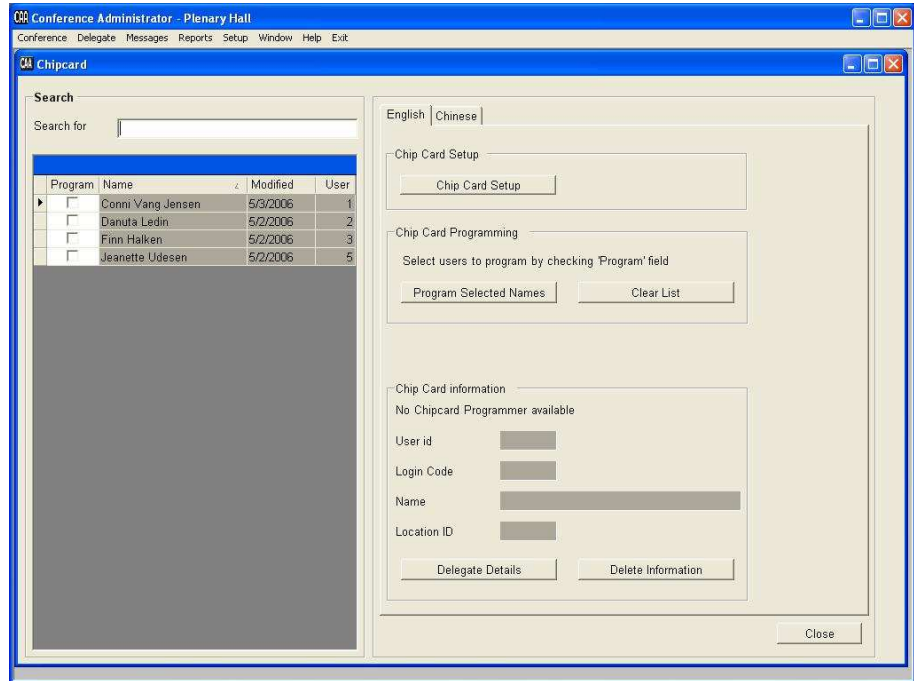
CDA No Numeric field. The number 1 to 8 are valid.

Computer Name The name of the PC running the CDA application must be entered.

Setup/Equipment/Chip cards

Chip Card functionality is a feature where delegates identify themselves to the system by use of a DIS chip-card. The Chip-Card contains information like User ID, Login Code and Location ID, which the DCS 6000 system uses to identify the user of the Conference Unit by getting the personal details from the 'delegate' database in the SW 6000.

When a conference is started with conference mode: 'Login using code', 'Login using code and list' or 'Login using code on list' units are checked for a valid chip card.



When a card is inserted in a conference unit, the software will identify the user by matching the 'User ID' in the 'Delegate' database with the 'User ID' on the card. After this match the 'Login Code' will be checked and first then the cards will be accepted.

The microphone button will then work, however depending on the 'User type' of the logged in person, the person may be allowed to vote.

If the card is not inserted or is invalid, the microphone and voting button are not usable, however the loudspeaker and channel selector will still work

[Chip Card Setup] If chip cards has to be used click this button



Using Chip Cards in Conference Units

Tick this option, if chip cards are to be used in the system

Location Id

This ID is used to make cards usable only in the installation, they are intended for. Insert a four or five diget number indentyfing your installation.

If cards are delivered pre-programmed from DIS, the 'Location id' is marked on the package containing the chip cards.

File number

The entry determines where the information is place on the card.

This field has to be set to '1' (one) if the cards in use are delivered from DIS.

After clicking [Close], you will be prompted to restart all SW 6000 applications.

[Program Selected Names]

The list to the left shows all names in the Delegate Database.

Select the Delegate for which a Chip Card has to be programmed.

After selecting the Delegates, click the button.

Note. Programming is only possible if the CP 6000 Chip Card reader is installed.



[Program Chip Card]

Click this button to program chip cards for the selected Delegates. You will be prompted to insert the cards to be programmed

[Abort Programming]

Click this button to abort the programming.

[Clear List]

Click this button to un-select all selected Delegates

[Delegate Details]

If a card is inserted in the chip card reader, the information (User Id, Login Code, Name, Location Id) will be shown in the fields above the button. Clicking [Delegate Details] will bring a popup showing all details about the delegate.

[Delete Information]

Clicking this card will erase the programmed information on the card.

Delegate information in the Delegates Database will not be deleted.

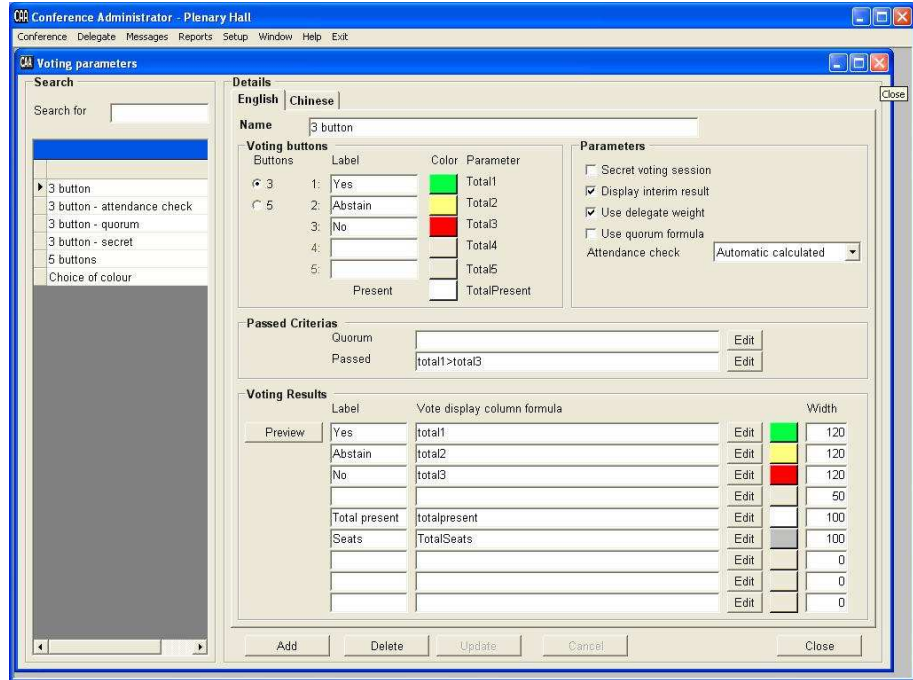
Setup/Configurations/Voting Configuration

This screen is used to configure a number of voting setups.

Voting parameters must be specified as different named setups, which can be applied when starting a voting session.

The setups can be applied to a subject on an Agenda or to a conference as a default setup. ..

Note: A setup cannot be changed or deleted once it has been used in a voting session unless all referring Agendas including vote results are deleted.



Voting buttons

Voting setups can be created with either 3 or 5 buttons.

A 3 button voting unit cannot vote if a voting session is started with a 5 button voting setup.

A label for each of the buttons to be used in CUA Application like ‘Yes’, ‘No’ and ‘Abstain’ and a colour that is used on the mimic diagrams when displaying vote results can be specified.

When a voting session is closed the total of the different button presses are counted and stored in five totals, which can be referred to from the Quorum, Passed and the 9 vote display column formulas.

- 1 (Total1)** This is the “Yes” button on standard DIS Conference Units. If this is ticked, this button will be shown on the CUA
- 2 (Total2)** This is the “Abstain” button on standard DIS Conference Units. If this is ticked, this button will be shown on the CUA
- 3 (Total3)** This is the “No” button on standard DIS Conference Units. If this is ticked, this button will be shown on the CUA
- 4 (Total4)** This is not supported on standard DIS Conference Units. If this is ticked, this button will be shown on the CUA
- 5 (Total5)** This is not supported on standard DIS Conference Units. If this is ticked, this button will be shown on the CUA
- Total present** The colour specified here will be used to indicate the Attendance

Parameters

Secret voting session	Individual result will not be shown on the mimic displays.
Display interim result	Results on the CUA voting screen and on the CDA voting displays will be updated during the voting session as the delegates enter the votes.
Use delegate weight	<p>A weight value for each delegate permanently created in the Delegate table can be specified. The Delegate's vote will be multiplied with this value if the parameter is checked. If the login mode is 'Prepared delegate list' then the weight value will be taken from the delegate list table instead of the delegate table.</p> <p>An example of the purpose could be a share holder meeting where each share holder has as many votes as he has shares. In this case you must enter the amount of shares in his weight field in the delegate table before a voting session. When a session using this parameter is performed his vote will automatically be multiplied with his amount of shares when the result is calculated.</p> <p>The five totals for the buttons store the result after the multiplication with the weight values.</p>
Use Quorum formula	The Quorum formula is only used if this parameter is checked. Otherwise the Quorum formula field must be blank

Attendance check

Attendance check options are:

No attendance check	No attendance check is performed before a voting
Automatic calculated	The total present is calculated as the sum of delegates who pressed a voting button during the voting session.
Manual	<p>An attendance check voting session must be performed before a voting session with this setting can be started.</p> <p>The total present is counted as the sum of delegates who pressed the [Present] button during this session.</p>
Manual (session)	<p>An attendance check voting session must be performed before a voting session with this setting can be started.</p> <p>The total present is counted as the sum of delegates who pressed the [Present] button during this session.</p> <p>The total present counted in this session is used until a new attendance check is performed</p>
Login total	The total present is calculated as the sum of delegates who is logged in during the voting session. Delegates who log in during the session is also counted
Attendance button	When voting from a CUA, the Attendance button options are: All buttons, Button 1, Button 2, Button 3, Button 4 and Button 5

Formula fields

Instead of hard-coding a set of predefined rules a number of formula fields can be implemented. Each of the formula fields allow the user to specify a formula calculation using MS SQL command syntax and various columns related to the vote session results.

The result of the Quorum and Passed formulas must be 1 (True) to be interpreted as 'True'. Anything else is interpreted as 'False'

The different vote session and result variables from the database tables to use are:

Table	Field	Field type	Description
Result	Vote1	Integer	Value = 1 for individual Delegates who pressed button 1. Can be used to calculate totals depending on Parameter
	Vote2	Integer	Value = 1 for individual Delegates who pressed button 2. Can be used to calculate totals depending on Parameter
	Vote3	Integer	Value = 1 for individual Delegates who pressed button 3. Can be used to calculate totals depending on Parameter
	Vote4	Integer	Value = 1 for individual Delegates who pressed button 4. Can be used to calculate totals depending on Parameter
	Vote5	Integer	Value = 1 for individual Delegates who pressed button 5. Can be used to calculate totals depending on Parameter
	Present	Integer	Value is always 1. Can be used to calculate totals depending on Parameter
	Parameter	Character(3)	A way of grouping the permanently created delegates. This could be political party membership or nationality etc.
	Weight	Integer	A value indicating the Delegate's weight in vote sessions. It could be number of shares etc.
VotingSession	Total1	Integer	Sum of delegates who pressed button 1. Multiplied with Weight if 'Weight in use' parameter is checked.
	Total2	Integer	Sum of delegates who pressed button 2. Multiplied with Weight if Weight in use parameter is checked.
	Total3	Integer	Sum of delegates who pressed button 3. Multiplied with Weight if Weight in use parameter is checked.
	Total4	Integer	Sum of delegates who pressed button 4. Multiplied with Weight if Weight in use parameter is checked.
	Total5	Integer	Sum of delegates who pressed button 5. Multiplied with Weight if Weight in use parameter is checked.
	TotalPresent	Integer	Total of delegates who had ability to vote during this vote session.
	TotalSeats	Integer	Sum of seats with hardware/software voting capability

The syntax for the formula fields is the same as available in a SQL select list. Each formula is treated as a field in a SQL Select list.

Writing a correct formula requires knowledge of Microsoft SQL server syntax. Especially the CASE function construction must be understood including operators such as AND, OR etc.

There are fine help descriptions in the Microsoft documentation, which can be obtained from Microsoft or DIS. Here are some examples of formula expressions of various complexities that will calculate if a voting is passed or not. The button definitions are:

- Button 1 is Yes
- Button 2 is Abstain
- Button 3 is No

Example 1	We have exactly 120 appointed Members and more than half of them must vote Yes regardless of how many of them are present during the voting:	$sum(Vote1) > 60$
Example 2	Exactly half or more of the present delegates must vote Yes:	$sum(Vote1) \geq (sum(Present) / 2)$

The Parameter value is taken from the delegate list table if the login mode is ‘Prepared delegate list’. In all other cases it is taken from the delegate table.

Quorum formula

The user can define a formula in this field that will determine if a voting session is legal or not. A Quorum is normally based on a calculation of present delegates being equal to or more than a required number.

The Quorum formula is calculated after stopping the vote session but before displaying the result. If the result of the Quorum formula is 1 it is interpreted as ‘Quorum obtained’. Anything else is interpreted as ‘Quorum not obtained’.

Here are two different examples that show two ways of calculating:

Example 3	At least 2/3 of the number of appointed members (120) must be present. 80 and above is OK	$sum(Present) \geq 120*(2/3)$ or $TotalPresent \geq 120*(2/3)$
Example 4	More than 2/3 of the number of appointed members (120) must be present. 81 and above is ok but 80 and below is not ok	$sum(Present) > 120*(2/3)$ or $TotalPresent \geq 120*(2/3)$

Passed formula

A vote session can result in either ‘Passed’ or ‘Not passed’. If the Quorum formula is used and the result is “true” being ‘Quorum obtained’ the result is calculated based on the formula specified in the Passed field.

If the result of the formula is ‘true’ the result is ‘Passed’

If the result of the formula is anything else than ‘true’ the result is ‘Not passed’

If Quorum was not obtained the result is always ‘Not passed’ regardless of the result of this calculation.

The result of the Passed formula is displayed on the various vote result screens right after finishing the vote session. 'Passed' is in clear green colour and 'Not passed' in clear red colour.

Example 5	Quorum is obtained if the given votes are more than 60.	$Total1+Total2+Total3>60$
Example 6	Quorum is obtained if the given votes are more than the 'Yes' votes are more than 2/3 of the 'Present'.	$Total1>Sum(Present)*(2/3)$ Or $Total1>TotalPresent*(2/3)$

Use of Voting Group parameter

Use of delegate 'Voting Group' parameter is a way of counting votes from group of delegates separately and use this count in calculating Quorum or Passed/Not passed result.

In the following the 'Voting Group' parameter ABC has been used for some delegates and DEF for others.

Example 7	To get all delegates with 'Voting Group' = 'ABC' who has casted a vote. Enclose the 'Voting Group' in quotes and use the SUM-function (you are infact creating a sum of the individual results...)	$SUM('ABC')$
Example 8	To get all delegates with 'Voting Group' = 'ABC' who has pressed button 1 use the expression	$SUM('ABC', VOTE1)$
Example 9	So if the statement that "passed" is true if yes-votes for ABC-delegates are greater than no-votes for DEF-delegates.	$SUM('ABC', VOTE1) > SUM('DEF', VOTE3)$

Vote display column formula

The result of the voting sessions is displayed on several CUA screens or CDA screens in two different ways. Either as plain numbers due to the limited space on the screen or as column charts with numbers.

Up to nine different results column formulas with labels can be used. For each of the column formulas the user must specify a header label, colour and a width. The widths are used on the CUA Agenda screen exactly as shown in the List preview text box.

The same syntax as for Quorum and Passed formulas is applied.

Yes	Total1 is the sum of all who pressed button 1 being defined as 'Yes'
Abstain	Total2 is the sum of all who pressed button 2 being defined as 'Abstain'
No	Total3 is the sum of all who pressed button 3 being defined as 'No'
Not voted	To calculate the sum of those who did not vote at all, use the TotalPresent sum minus the sums of those who voted Yes, No and Abstain
Present	To display the count of present Delegates write TotalPresent
Seats	To display the count of available seats in the hall the user must write TotalSeats
<blank>	The column formula is not used and must not be displayed

Special buttons

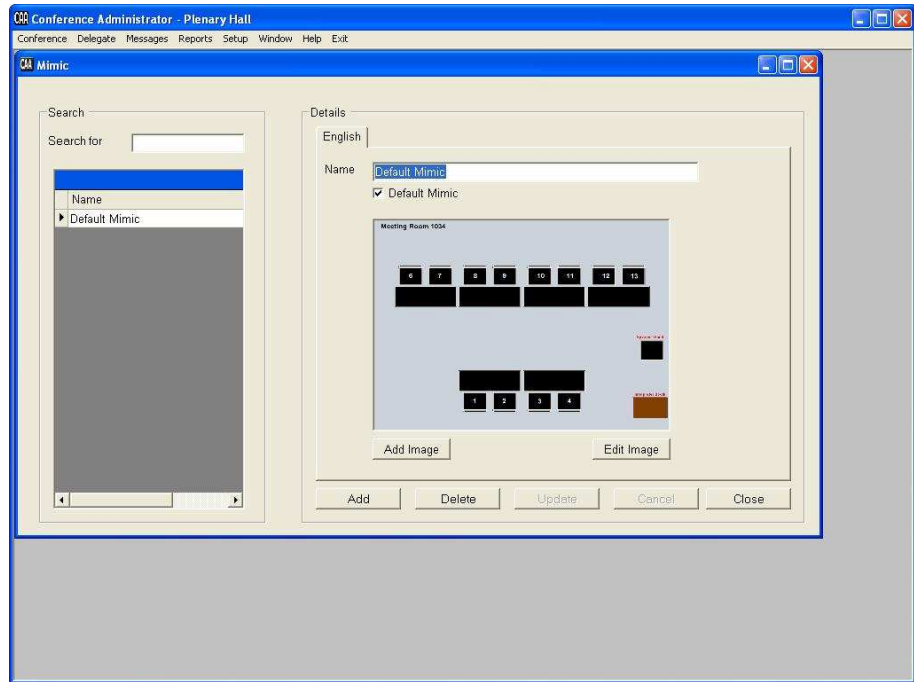
[Edit]	The button [Edit] is showing a window for creating the SQL statement. The user can cut and paste from the textbox displaying it. An advanced user may want to copy the statement to the Microsoft Enterprise Manager's SQL analyzer to try out different syntax possibilities or to debug the formulas.
[Preview]	This button present a screen preview of the selected parameters

Setup/Configurations/Mimic Configuration

The Mimic Diagram is a graphical overview of the conference room or hall.

Each seat has a coloured dot showing microphone and login status.

It is possible to make several mimic diagrams that can be selected for specific conferences.



- Name** Name of the mimic diagram that will be shown on the drop down list on the Conference screen.
- Default mimic** One of the mimic diagrams must be marked as default to be used by the system when no conference is started.
- [Add image]** Press the button to select a bitmap through a standard Windows file selection window.
The bitmaps can be created using various standard tools like Microsoft Paint. The bitmap size must be less than or equal to the resolution of the screen of the CUA applications running the Mimic diagrams. The standard resolution for the CUA, if the CUA application shall fill out the whole screen is 1024x768.
- [Edit image]** Press the button to call a window allowing the user to edit the mimic diagram as described in the section below.

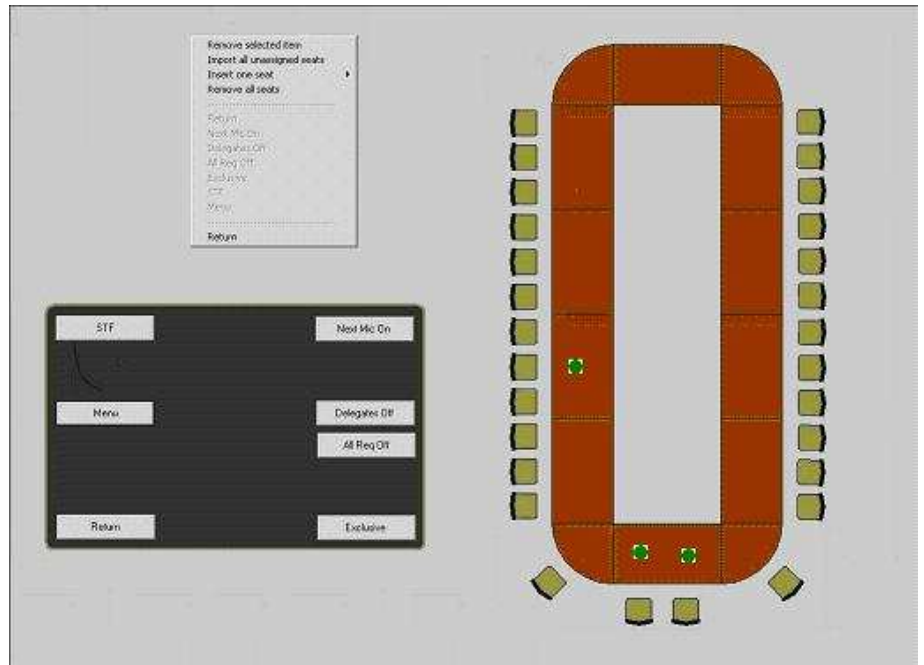
Edit image

The screen presents a full screen view of the imported bitmap allowing the user to add and edit seats, and to add buttons for special functionality.

Right clicking on the image calls a popup menu presenting the different options.

The dots and buttons inserted by use of the popup menu can be arranged by a standard Windows drag and drop function.

Seat numbers are displayed when the mouse is positioned over a dot.



- Remove selected item** Right click on a button or a dot and select this option to remove it from the mimic diagram
- Import all unassigned seats** Will create a dot on the screen for each entry in the seat table that has not been put on the mimic yet.
- Insert one seat** Displays a list of all seats not already on the mimic allowing the user to select a single seat. The dot is created where the mouse is pointing.
- Remove all seats** Will delete all dots on the screen.
- Return, Next Mic On etc.** Will insert the buttons [Next mic on], [Delegates off], [All req off], [Exclusive], [STP], [Menu], [Ambient], [CU Line In].
- [Menu]** The button [Menu] switches the functionality of the mimic diagram (in the CUA) between presenting a menu or switching On/Off the microphone directly when touching the dot representing of a microphone
- Return** Will return to the previous screen presenting the user with a popup 'Save changes yes/no?'. If 'No' is selected all the changes are lost.

Not removable button

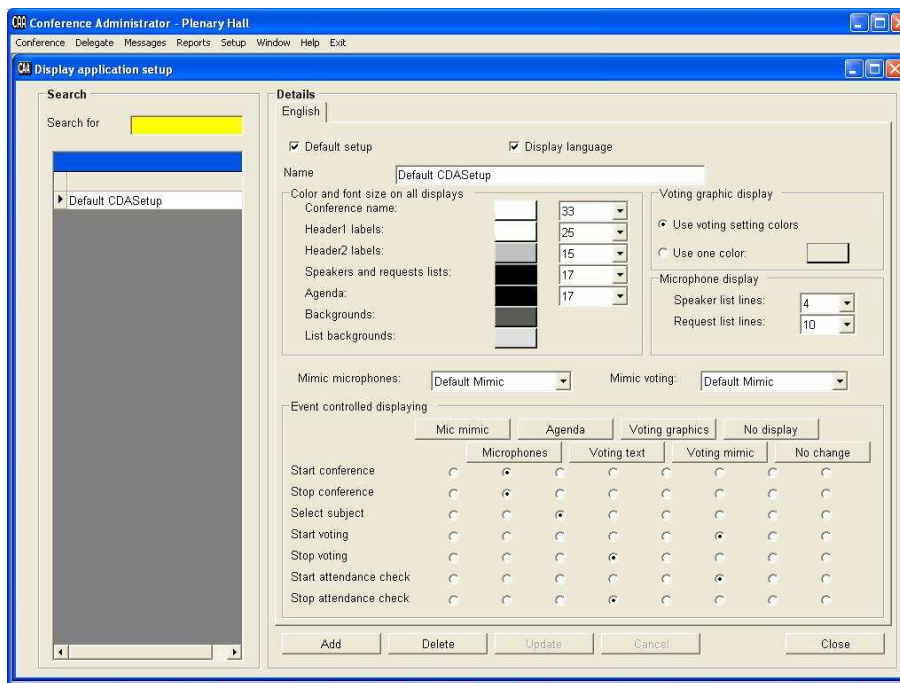
- [Return]** The button [Return] closes the mimic diagram (in the CUA) and returns to previous screen

Setup/Configurations/CDA Configuration

This screen is used to make setups for the use of the CDA application.

Multiple setups can be created given the possibility to assign up to eight PC's with the CDA application running different screen.

For detailed explanation please refer to the manual 'CDA User Manual'



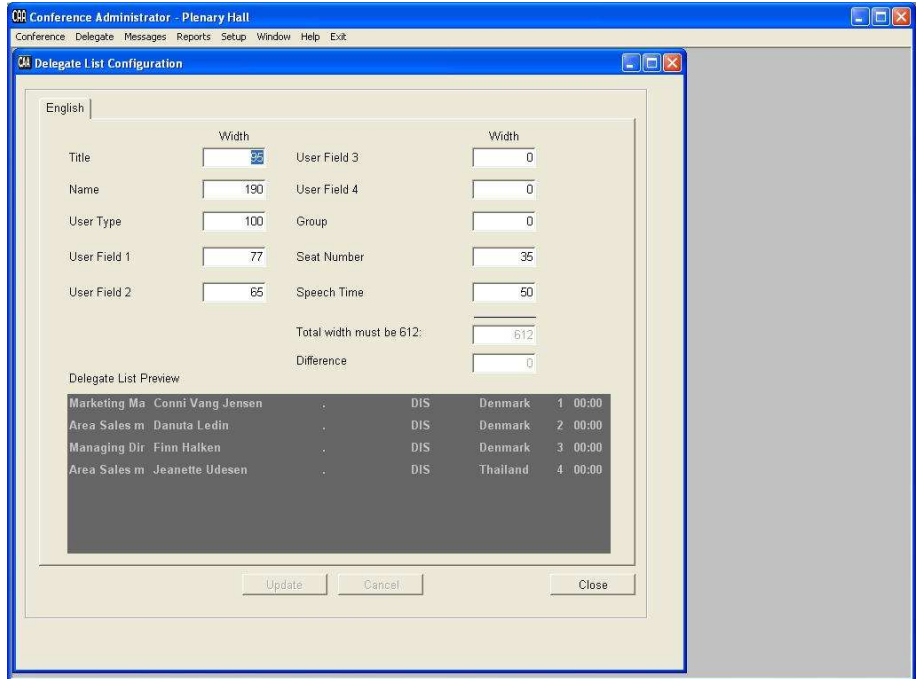
Setup/Configuration/Delegate List Configuration

This screen allows the user to set the column widths for the different lists in the CUA Application, which show Delegates.

The total width is a fixed width determined by the maximum available space on the CUA Application screens. The individual columns can be omitted from the lists by entering zero in the width field. Only the Name and Seat number columns are mandatory and they have minimum width requirements.

The 'Difference' field shows the difference between the fixed total width and the sum of widths entered by the user.

The Delegate List Preview window shows exactly how the lists will appear on the CUA Application screens. It is possible to enter test data in the list preview to fine-tune the width of the individual columns



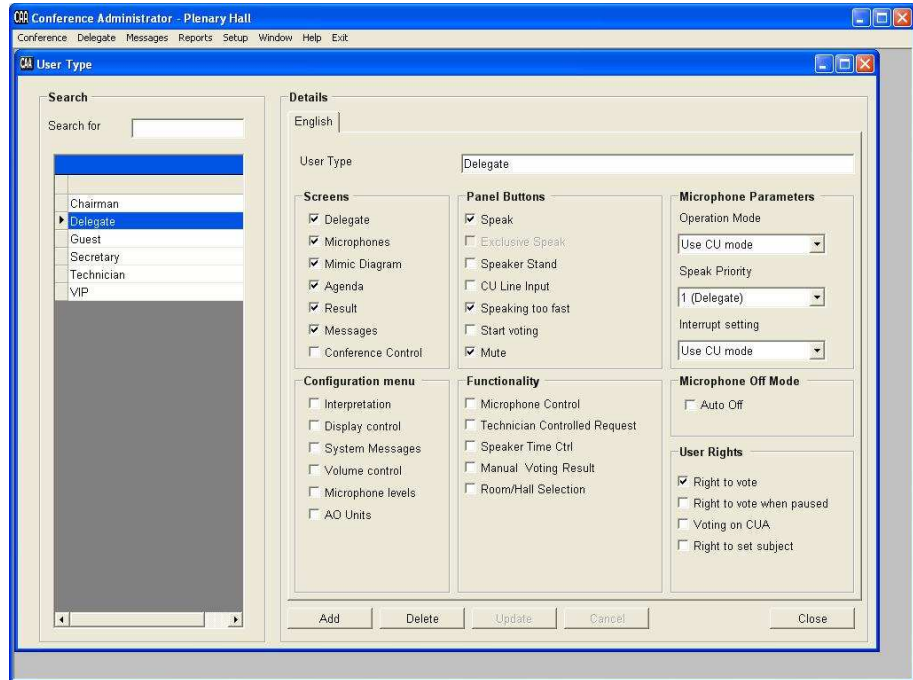
Setup/User Type

This screen is used to create and maintain the various ‘User Types’ that can be assigned to delegates and seats.

It is used to specify the screens, buttons or special functionalities that apply to a delegate or a seat’s profile.

A number of standard user types are created automatically during installation.

They can be modified or deleted except the Chairman and Delegate. The Chairman and Delegate user type can only be modified but not deleted.



Screens

The options specify which screens will be available to the user of the CUA Application:

- Delegate** Shows names, titles, pictures and other information for delegates attending the conference.
- Microphones** Microphone management, speakers list, speak request list and last five speakers. Allows the user to open and close microphones.
- Mimic Diagram** Graphical overview of the room or hall showing login and microphone status and allowing the user to turn microphones on and off, log delegates out and set individual volume level of microphones.
- Agenda** Shows the agenda for the current conference.
- Result** Shows the voting result.
- Messages** Allows delegates to exchange written or pre-recorded messages between each other.
- Conference control** Starting and stopping a conference and setting conference parameters

Configuration menu

The 'Configuration menu' is a sub-menu in the CUA giving access to screens for setting conference parameters, adjusting CU 6010 volume controls and adjusting individual microphone unit volume controls

Interpretation	Allow the user to control and monitor the status of the interpreter units.
Display Control	This page is use to select the screen to be shown on the CDA displays
System messages	Displays important system messages generated by the DCS6000 system
Volume control	Adjusting the CU 6010 volume controls and adjusting individual microphone unit volume controls.
Microphone levels	Adjusting individual microphone unit volume controls.
AO units	Control the channel setting and output volume of connected AO units.

Panel Buttons

These options specify which panel buttons will be available to the user of the CUA Application:

Speak	Button for requesting to speak with the same functionality as the button on the microphone unit.
Exclusive Speak	Button for requesting the exclusive right to speak. Will turn off all delegate microphones. This button will only work, if the user has 'Speak Priority' = Chairman
Speaker Stand	Button for turning on or off the Speaker Stand microphone(s).
CU line input	Button for switching On/Off the Line input at the CU
Speaking too fast	Indication button. Turns red, if an interpreter presses his STF button.
Start voting	Button for starting a Voting session
Mute	Button for temporary muting an open microphone

Functionality

These parameters specify special functionality that applies to seats or delegates of this user type:

Microphone Control	With this option the user has control of microphones in the CUA Microphone screen and Interpreter Screen.
Technician Controlled Request	With this option only a user with Technician 'Unit Type' can set a microphone in request.
Speaker Time Control	With this option the user has the right to set speaking time in a CUA
Manual Vote Result	With this option the user has the right to type in a voting result using a dialog box.
Room/Hall Selection	A user with this functionality can switch his application between two or more systems

User Rights

These parameters specify special functionality that applies to seats or delegates of this user type:

Right to vote	With this option the user has the right to vote.
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- Right to vote when stopped** With this option the user has the right to vote after the voting session is stopped.
- Voting on CUA** A user with this right can vote pro the CUA display.
When this option is set, then voting buttons on a connected conference unit will be disabled.
- Right to set subject** With this option the user has the right to set a subject current.

Microphone Parameters

This setting is used to assign individual ‘Modes’ to Users or Seats. For most applications, the ‘Operation Mode’ is set to ‘Use CU mode’. It means that the operation mode for the users is following setting made on the CU, i.e. if the system is running in Manual mode, the Delegates will run in Manual mode.

The Standard CU modes are found in the following table:

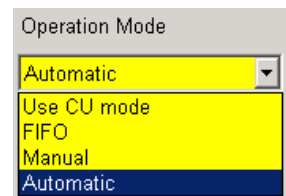
□ **Standard System setting**

	Operation mode	Speak priority	Interrupt ability
Chairman	Use Cu mode	5	Use Cu mode
Delegate	Use Cu mode	1	Use Cu mode
VIP	<i>Automatic</i>	2	Use Cu mode <

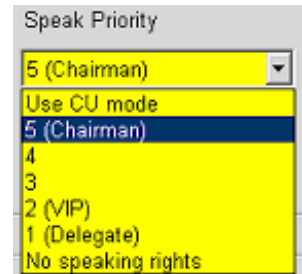
However for certain application, it is desirable to assign individual operations mode, where the user will always run in the selected mode independently of the ‘System Setting’.

□ **Individual modes**

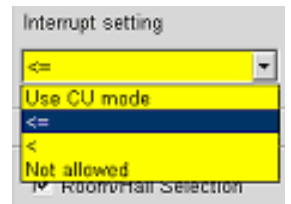
Operation Mode Use CU mode, Manual, Automatic, VOX or FIFO.
See explanation of the modes in the Conference section



Speak Priority Use CU mode, 5 (Chairman), 4, 3, 2 (VIP), 1(Delegate) or No Speaking Rights
Chairman (5) is the highest priority and the microphone will always be turned on regardless of operation mode.
In the Request list in the CUA, a user with higher speak priority will be placed before a user with lower speak priority.



Interrupt Ability Determines the microphone’s ability to interrupt another speaker if the maximum number of speakers is reached.

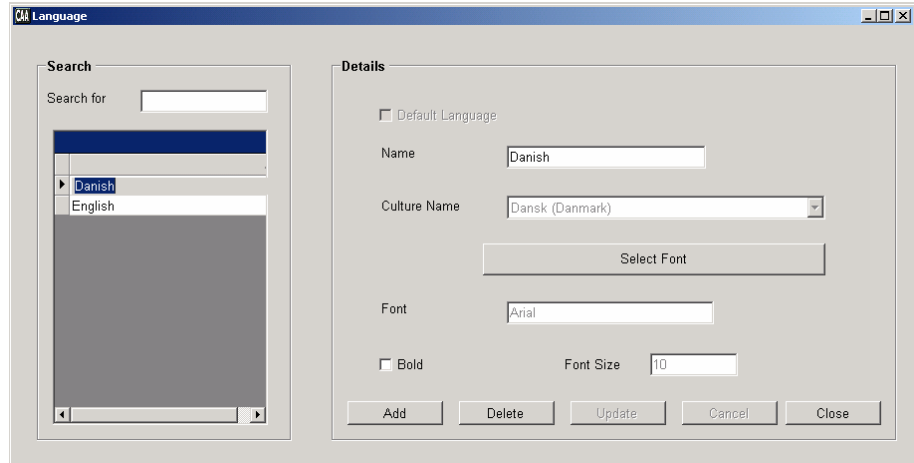


- Use CU mode** The interrupt ability will follow the setting made in the CU.
- <=** Can interrupt a speaker with the same speak priority or a speak priority which is less than own speak priority.
- <** Can interrupt a speaker with a speak priority less than own speak priority
- Not allowed** Cannot interrupt another speaker

Setup/Language/Languages

The CUA Application and the Conference Administration Application (CAA) offer full support for multiple languages.

N.B. Languages can only be deleted if they have not been used.



- Default language** The English language, which is created during installation, is the default language.
- Name** Name of the language (this will be displayed on the language selection buttons on the CUA Application and on the language tabs of the different screens in this application).
- Culture name** Selects the standard Windows culture that applies to the language. These languages must also be installed manually on Windows on all PC's that will use the language.
- [Select Font]** Use this button to change of the font and font size in the CAA for this language (Arial is currently the default for the SW 6000 applications).
- Font** Field for showing the selected font
- Bold** All text and labels will be in Arial Bold if this option is selected
- Font size** Field for showing the selected font size. (Font size 10 is the default size for labels and data fields).

Setup/Language/Labels

This screen allows the user to enter a complete translation of all labels and system text used in the CUA Conference User Application and in the CAA Conference Administration Application.

A drop down box 'Label group' allows the user to select the labels grouped by application and screen.

The system has a complete factory set of label text in English that the user cannot change.

The English language that is created during installation is regarded as any other translation and can be changed by the user.

If a language is created and the labels is not translated there will be a * next to all labels in that language.

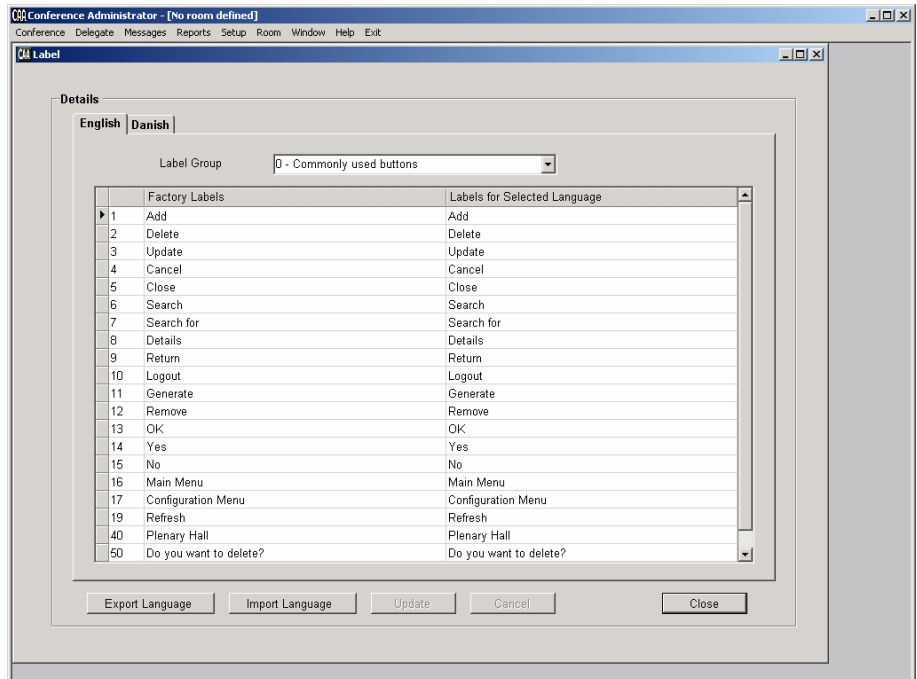
Special buttons

[Export languages] Use this button to export a set of label for one language. Only one language at a time can be exported. The exported language file cannot be edited.

[Import languages] Use this button to import a set of label for one language. Only one language at a time can be imported. Before importing select the language, where you want to import the labels.

Please refer to the following user manual, which by screen dumps are showing numbers for each label and text for all screens in the CUA Conference User Application and in the CAA Conference Administration Application:

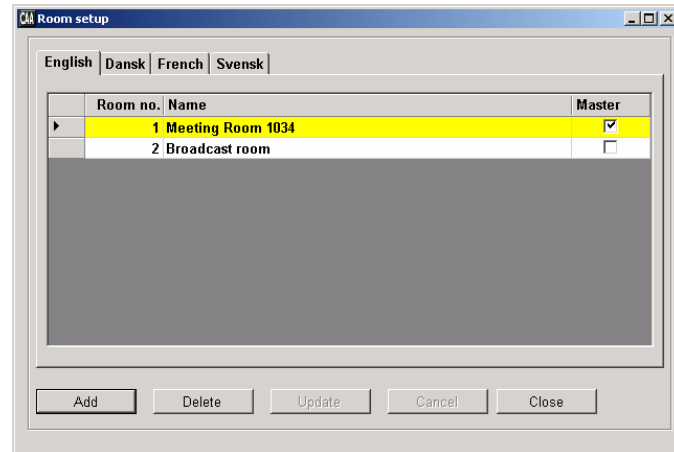
SW 6000 Conference Management Software Screen dumps with label numbers



Setup/Rooms/Create Room

This screen is used listing the rooms, which can be connected together.

Setups for the rooms are created in 'Setup/Room/Manage Configurations'.



Room no.	An integer value, numbering the rooms
Name	Description of the room
Master	Indicating that this room is the default room, where the CU is located.

Setup/Rooms/Manage configuration

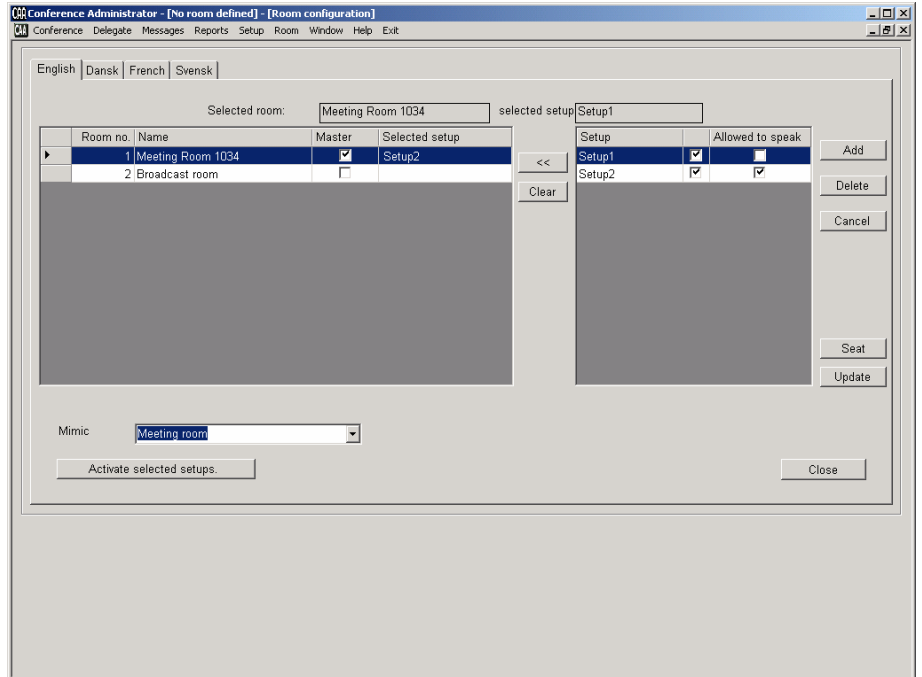
This screen is used to create setups for the unit in each room listed in 'CAA/Setup/Room Setup'. Multiple setups can be made for each room.

If multiple setups are to be used for one room only, then create one room in 'CAA/Setup/Room Setup' and create the needed setups in 'Room Configuration'.

Left window is showing the list of rooms.

For each of the rooms in the left panel, a list of created setups is shown in the right panel. One of those Setups can then be selected for the room.

This is done for each room.



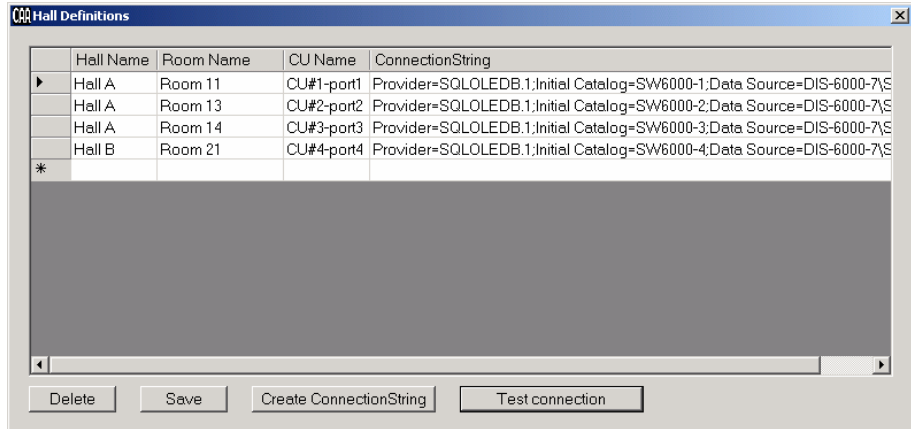
[Add] [Delete] The buttons are used when creating the setups.
[Cancel]

[Seat] When a new setup is created, this button is used to show the Seat table for the units in this room. The functionality of the Seats can then be changed as described in CAA/Setup/Equipment/Seat.

[Activating selected setup] When each room has been assigned the Setup to be used, this button activates the setup.

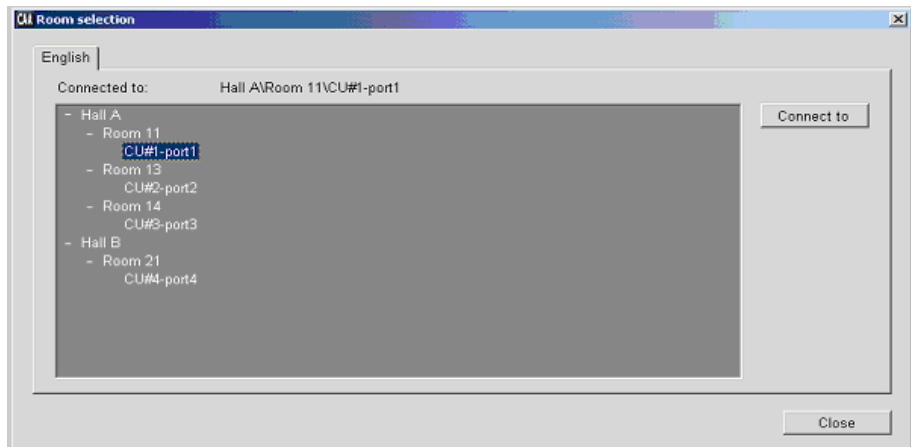
Setup/Rooms/Create Connections

This screen is used to create Connections to other databases definitions for the CAA and CUA applications.



Setup/Rooms/Connect to Room

This screen is used to switch between the database connection made in the 'Create Connections' screen.



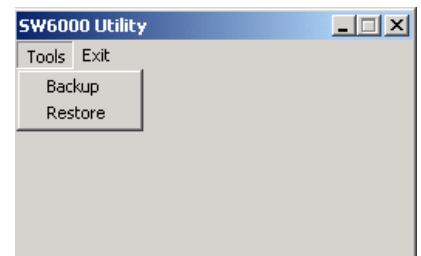
SW 6000 Backup Utility

This application is used to backup and restore the SW 6000 database. You need to have 'Local Administrator Rights' to perform a Backup and Restore procedure.

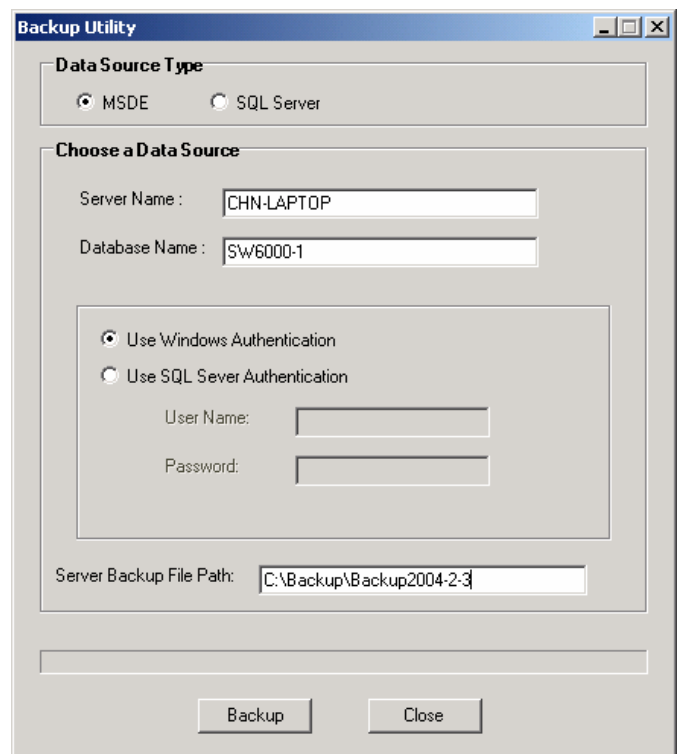
Backing up data

The procedure for backing up data is as follows:

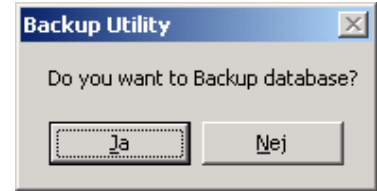
- 1 Close the CUI, and all CUA and CAA application
- 2 Start the application by clicking the shortcut
- 3 The utility will start.
Clicking 'Tools/Backup'



- 4 Fill in the fields:
 Server name: This is the name of the PC, where the database is installed
 Database name: This is the name of the database. Normally this will be 'SW6000-1'
 Click 'Use Windows Authentication'
 Fill in the Backup file path and name

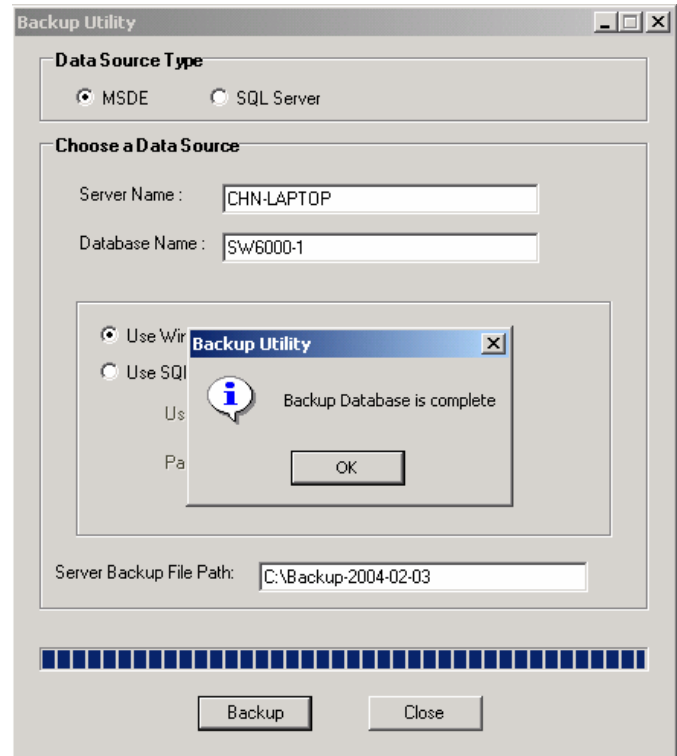


5 Click 'Yes' for start backing up the database.

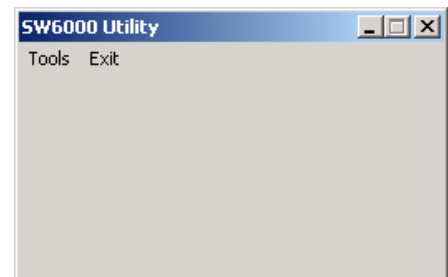


6 The data will be backed up and when finished the message box 'Backup Database is complete'

Click 'OK' and click 'Close'



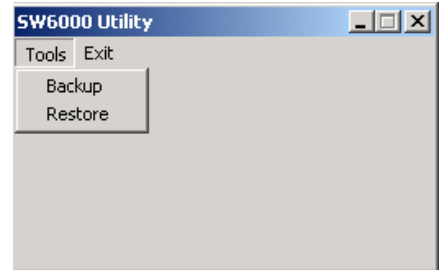
7 Click 'Exit' for closing the utility



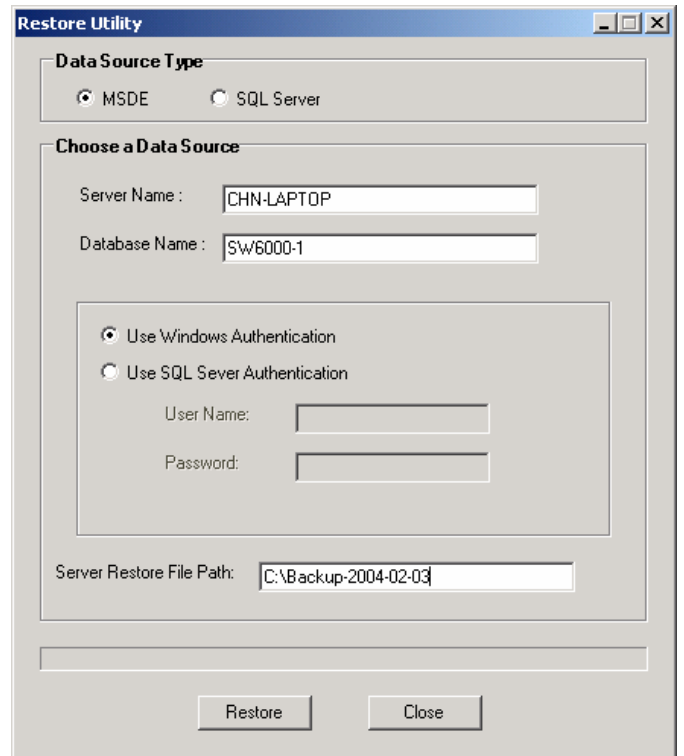
Restoring data

The procedure for restoring data is as follows:

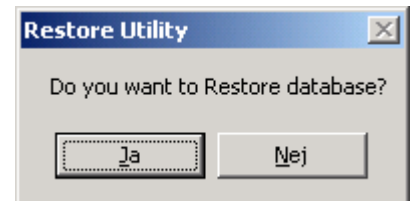
- 1 Start the application by clicking the shortcut
- 2 The utility will start.
Clicking "Tools/Restore"



- 3 Fill in the fields:
 Server name: This is the name of the PC, where the database is installed
 Database name: This is the name of the database. Normally this will be 'SW6000-1', but it has to be the same as when the data was backed up.
 Click 'Use Windows Authentication'
 Fill in the Backup file path and name as used when Backing up the data.



- 4 Click 'Yes' for start restoring the database.



- 5 The data will be restored and when finished the message box 'Restore Database is complete'
Click 'OK' and click 'Close'
- 6 Click 'Exit' for closing the utility

